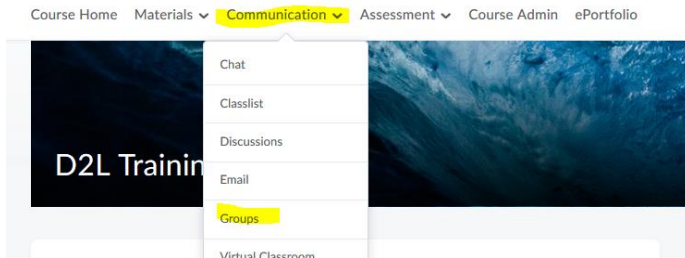


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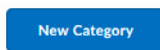


To create individual Journals for student using the discussion Tool in D2L Brightspace

1. From the course Navigation bar, click the “Communication” tab and select “Groups”



2. then click the “New Category” button:



3. Enter a name in the “Category Name” field
4. Enter a description for the category in the “Description” field if desired:

## Category Information

Category Name \*

Description

5. Click the dropdown menu under “Enrollment Type” and Choose “Single user, member-specific groups”

Enrollment Type

# of Groups - No Auto Enrollments

# of Groups - No Auto Enrollments

Groups of #

# of Groups

Groups of # - Self Enrollment

# of Groups - Self Enrollment

# of Groups, Capacity of # - Self Enrollment

Single user, member-specific groups

No restrictions

Save Cancel

6. Under the “Additional Options” section, select “Set up Discussion areas”
7. Select “Create a new topic” or “Attach to existing topic”

Additional Options

▼ Collapse additional options

Course Workspaces

Set up discussion areas

Forum

Introductions [New Forum]

Create a new topic

Attach to existing topic

Create a new topic or restrict with this group category.

Attach to existing topic.

Create a group restricted thread in an existing topic. This option is only available for empty topics without previous group restrictions or posts.

8. Click the “Save” Button

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9. From the "Forum" drop down menu, select the desired discussion
10. Click the "Save" button
11. Under the "Create Restricted Topics" section, click "Create one topic with threads separated by group."
12. Enter a title and description
13. Click the "Create and Next" button
14. Click the "Done" button
15. Click the "Save" button
  
16. On the course navigation bar, click on "Discussions"
17. Navigate to the newly created discussion topic.

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## To Assign a Grade Item to a Journal

1. Click the dropdown arrow after the journal topic and choose edit topic
2. Click the "Assessment" tab
3. Enter a score in the "Score Out Of" field
4. Click "Allow assessment of individual posts"
5. From the "Calculation" dropdown menu, select the appropriate calculation method
6. Click the "Save and Close button"
- 7.
- 8.

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