
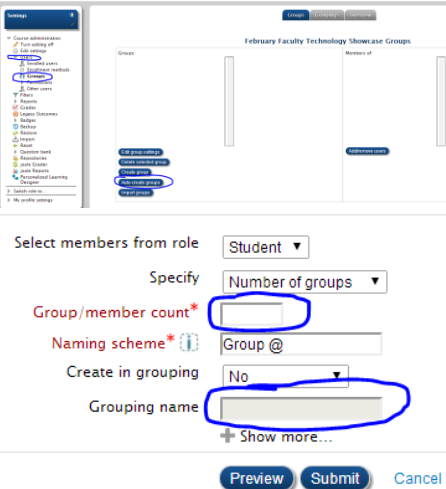
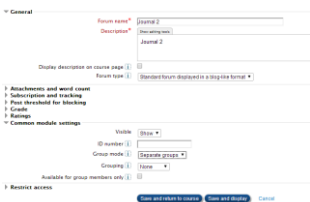



Quick Reference Guide: Reflective Logs/Journals

<p><input type="checkbox"/> Can I create a space for students to put in Reflective Logs and/or Journals</p>	<p>Quick Tip: 3 ways to set these up</p> <ul style="list-style-type: none"> • Use the Assignment tool – only seen by the teacher and student • Use the Forum tool – available to be seen by all class participants • Journal Tool
<p><input type="checkbox"/> How do I set up the Reflective Logs and/or Journals using the Assignment Tool</p>	<ul style="list-style-type: none"> • Turn editing on • Click on add an activity or resources • Select Assignment • Click add • Give the assignment a name • Give the assignment a description • Put in dates – optional • Select Online text • Select Submission comments • Only choose feedback types if you plan on providing feedback • Save and return to course 
<p><input type="checkbox"/> How do I set up the Reflective Logs and/or Journals using the Forum Tool</p>	<ul style="list-style-type: none"> • Go to settings • Click on Users • Click on Groups  <ul style="list-style-type: none"> • Click on Add a resource or activity • Select Forum • Click Add

For questions and assistance, please contact dilit@andrews.edu or 269-471-3960. Adapted from Louisiana State University Information Technology Services; Moodle Quick Reference Guide, Summer 2012



	<ul style="list-style-type: none"> • Name form and give a description • Choose forum type – standard forum displayed in a blog-like format • Choose Separate groups • Click save and return to course  <ul style="list-style-type: none"> • Click on the group name • Click on edit • Change the name to match the person in that group • Click save 
<p>☐ How do I set up the journal tool</p>	<p>How to:</p> <ul style="list-style-type: none"> • Click Turn editing on • Click on add a resources or activity • Fill in the Journal information • Click Save and return to course

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