

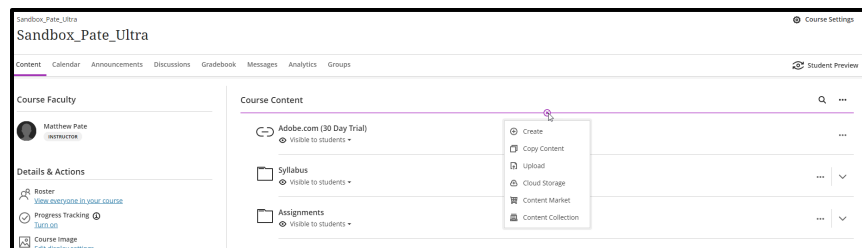


## How to Use the Forum Feature

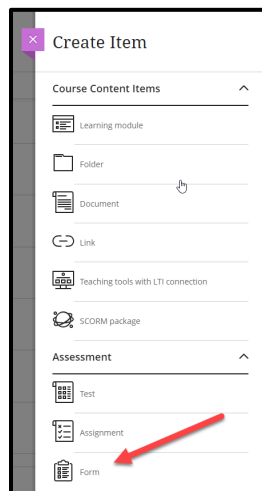
Journals are personal spaces for students to communicate privately with you. Students can also use journals as a self-reflective tool. They can post their opinions, ideas, and concerns about the course, or discuss and analyze course-related materials.

You can create journal assignments that are broad and student directed. Students can reflect on the learning process and document changes in their perceptions and attitudes. Students can describe the problems faced and how they solved them. You can also create instructor-directed journal entries that are more formal in nature. You can narrow the focus with a list of topics for discussion.

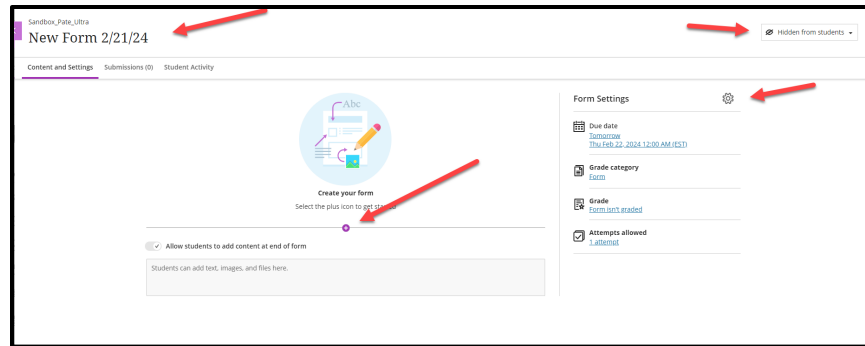
Journals are ideal for individual projects. For example, in a creative writing course, each student creates entries and you provide comments. In this manner, a student can refine a section of a writing assignment over a period of time, with your guidance and suggestions. Students can also comment on their own entries to continue the conversation.



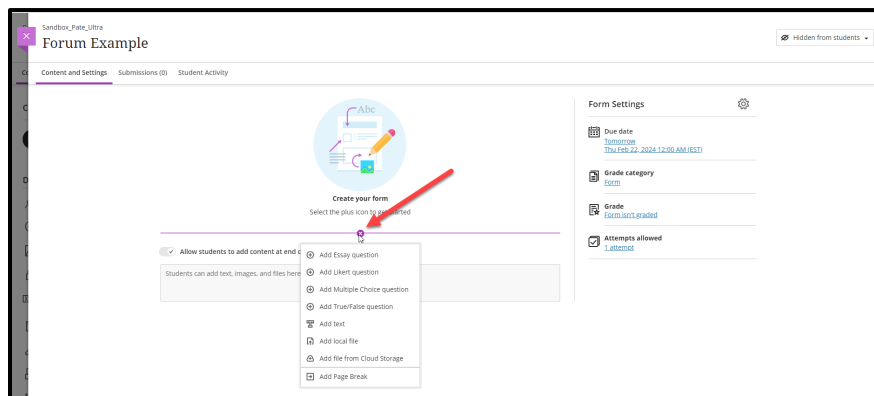
When creating a journal entry, you will access the + sign and choose **Create** at the desired location where you would like to place the entry. This can be moved once the entry has been created.



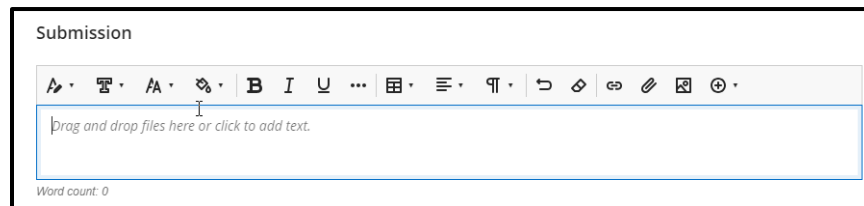
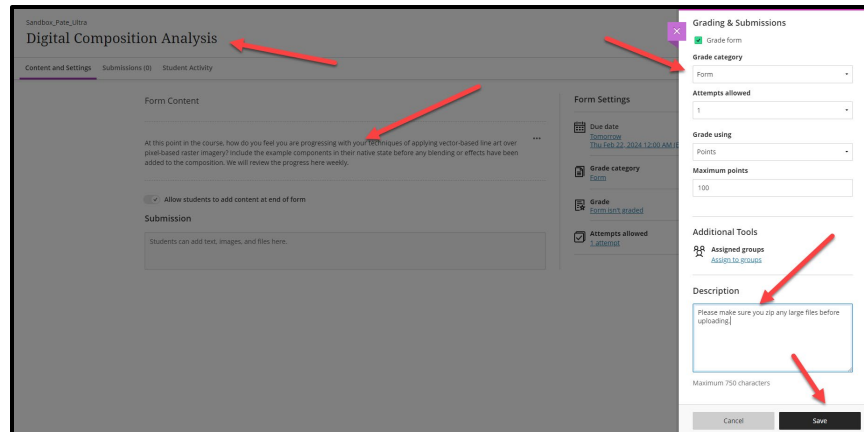
You will select Forum at the bottom of the **Create Item** panel.



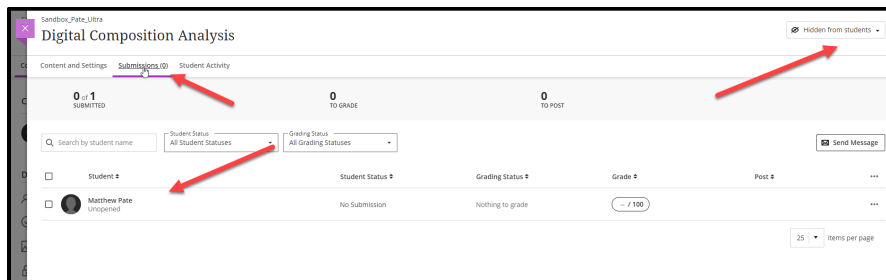
Once the forum window opens, you will need to add the appropriate title, adjust the student forum visibility, modify the forum settings, and add the question type, text description, or response you are trying to obtain from the student. Forums can have due dates and grading based on rubrics if desired.



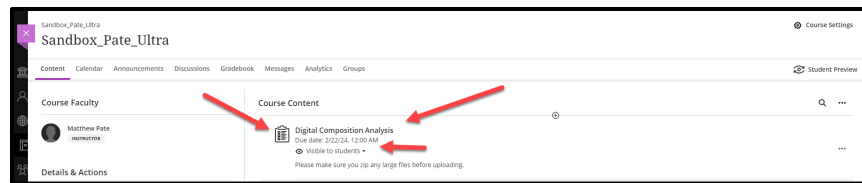
When you click on the + sign to drop the menu of questioning or response options, you will notice you can add plain text and upload files for review if needed. Always remember that multiple question and response types can be added.



A sample of a completed forum entry is shown above prior to saving. Students will be able to use the same common features when responding to the journal in the **Submission** panel.



As students begin to submit their forum responses, you will be able to see the entire class by choosing the **Gradebook**, **Forum "Title"**, and then choosing **Submissions**.



Always keep in mind these individual forums can be converted to **Discussion Boards** if the need arises. The clipboard symbol easily identifies the forum component within the Ultra content layout.