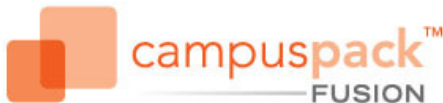




Objectives:

In this scenario, you will:

- Navigate to the **Create Private Journal** page
- Title and describe the private journal
- Upload an icon
- Apply a theme




Quick Start Guide:

Adding a New Private Journal

A private journal is a blog web site that is designed to be frequently updated by a student. Entries in a journal are usually displayed in reverse-chronological order. Journals can be added to a course environment, a personal learning space, and a community site.

A private journal can have one or more members. Each member can only see his/her own work. The instructor can see all entries created by any member.

Navigation

1. Enter a site.
2. If you have not defined a module, click the **Add Content Module** link.
 - a. On the **Add Content Module** dialog box, enter text in the **Name** field.
 - b. Click the **Add** button.
3. In the module group box, click the **Add Site** button (🟢).
4. On the **Add Site** dialog box, click the **Private Journal** icon (👉).
5. Click the **Add** button.

Steps

Information

1. On the **Create Private Journal** page, enter the name of the private journal site in the **Title** field.
2. Enter a description of the private journal site in the **Description** field if applicable.

Appearance

1. If you want to display an **Icon** for the blog:
 - a. Click the **Upload Image** button.
 - b. On the **Update Image** dialog box, click the **Browse** button.
 - c. Navigate to and select the image.
 - d. Click the **Upload** button.
2. To change the default theme, select the **Choose Theme** option (e.g., Default, Slate).
3. If you want to preview the theme, click the **Preview** link.
4. Click the **Continue** button.

After creating a private journal site, you need to define who can contribute to, view, and manage the site. For more information, see the *Managing Sharing for Private Journals* topic.