

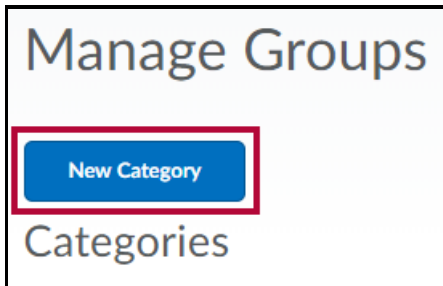
# Create Private Discussions for Student Journaling

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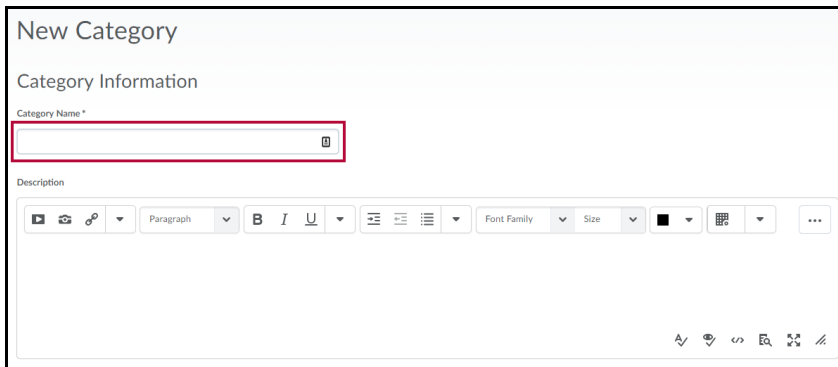
Creating private groups with restricted discussion areas can provide students an outlet for writing reflective journals.

## To Create a Private Group:

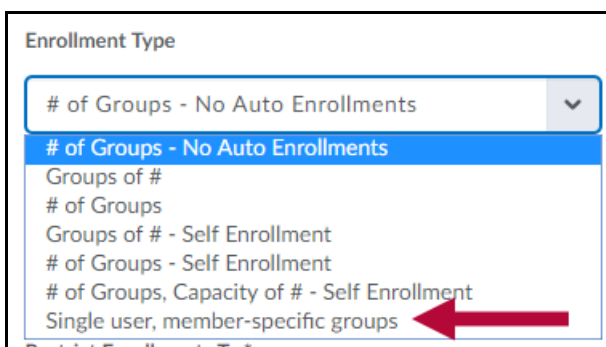
1. Click on **Collaboration** on the navbar and choose **Groups**.
2. Click on the **New Category** button.



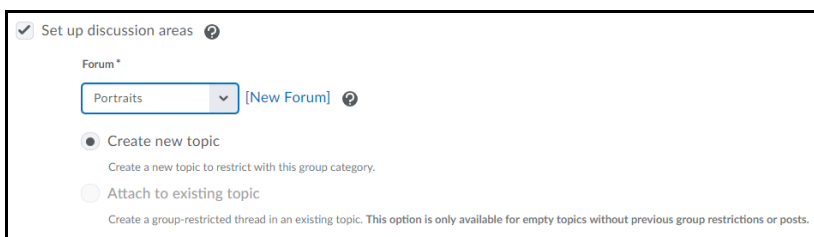
3. Give the category a name and add an optional description.

A screenshot of the 'New Category' form. The title 'New Category' is at the top. Below it, the section 'Category Information' is shown. There is a text input field for 'Category Name\*' which is highlighted with a red box. Below that is a 'Description' field with a rich text editor toolbar containing options for paragraph, bold, italic, underline, list, font family, size, and background color.

4. Click the drop-down menu under **Enrollment Type**, and select **Single user, member-specific groups**.

A screenshot of the 'Enrollment Type' dropdown menu. The dropdown is open, showing several options. The option 'Single user, member-specific groups' is highlighted in blue, and a red arrow points to it from the right.

5. In the **Additional Options** area, click the box to **Set up discussion areas**.

A screenshot of the 'Additional Options' section. The checkbox 'Set up discussion areas' is checked. Below it, there is a 'Forum\*' dropdown menu with 'Portraits' selected and a '[New Forum]' link. There are two radio button options: 'Create new topic' (selected) and 'Attach to existing topic'. Below the radio buttons, there is a small text note: 'Create a group-restricted thread in an existing topic. This option is only available for empty topics without previous group restrictions or posts.'

1. Click the forum drop-down menu to select an existing forum to associate the restricted discussion to, or click **[New Forum]** to create a new forum.

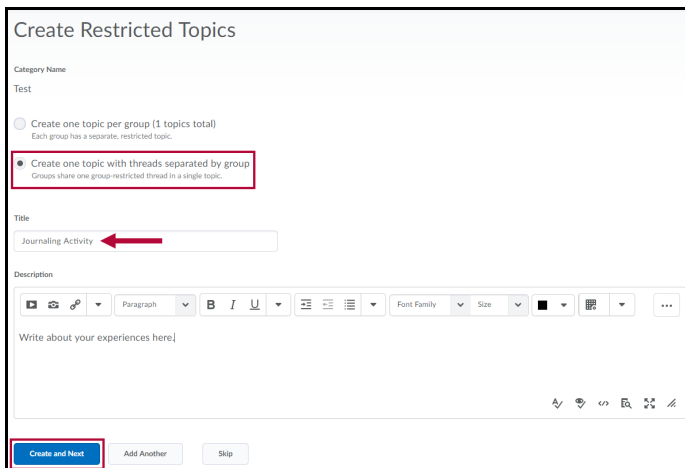
2. Select **Create new topic** to create a new restricted topic.
3. Select **Attach to existing topic** if a topic has already been created.

**NOTE:** This option is only available for topics that have no posts or group restrictions enabled.

6. Click **Save**.

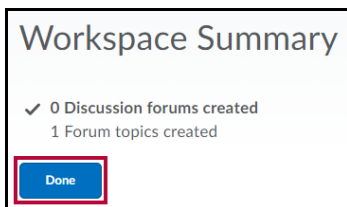
## To Create Restricted Topics

1. Select **Create one topic with threads separated by group**.
2. Edit the **Title** of your topic.
3. Add a **description** with instructions or a prompt for students to follow.
4. Click **Create and Next**.



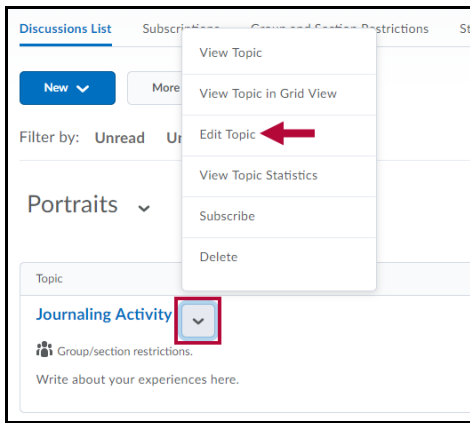
**NOTE:** Once you click **Create and Next**, these options cannot be changed.

5. Click **Done**.



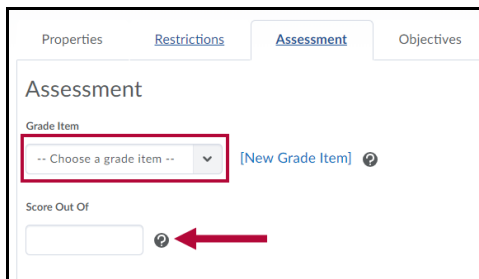
## To View Discussion Topics and Associate to a Grade Item

1. Click on **Collaboration > Discussions**, and scroll down to the restricted topic.
2. Click the arrow beside the topic and select **Edit Topic**.



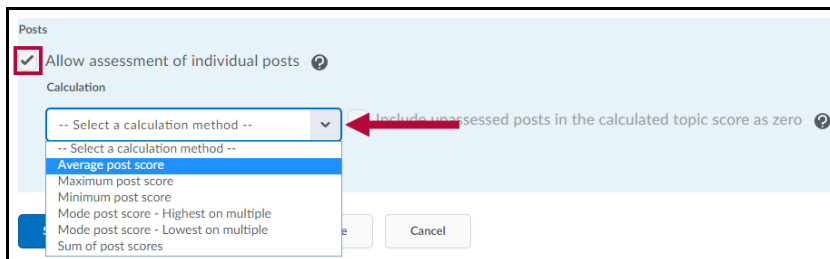
3. Click the **Assessment** tab.

1. Click the drop-down menu under **Grade Item** to select an existing grade item to associate the discussion to, or click **[New Grade Item]** to create a new grade item.
2. Input a value in the **Score Out Of** field.



4. To assess each journal entry individually, check the box to **Allow assessment of individual posts**.

- Click the **calculation** drop-down menu to select the calculation method.



5. To assess the entire collection of journal entries, leave the **Allow assessment of individual posts** box unchecked.