

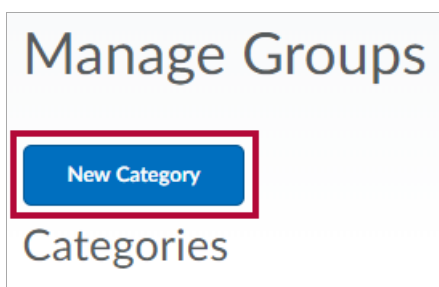
# Create Private Discussions for Student Journaling

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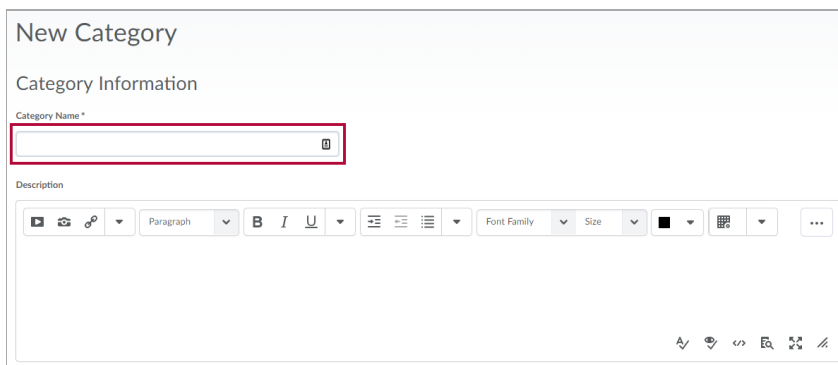
Creating private groups with restricted discussion areas can provide students an outlet for writing reflective journals.

## To Create a Private Group

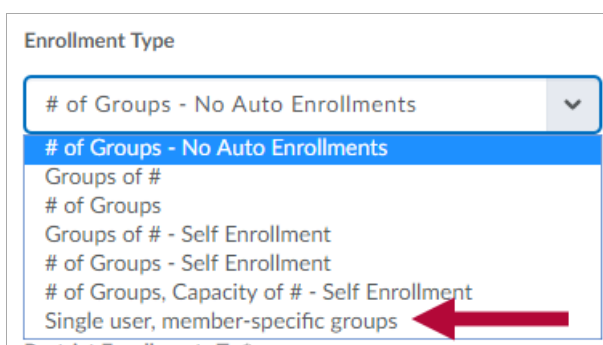
1. Click on **[Collaboration]** on the **navbar** and choose **[Groups]**.
2. Click on the **[New Category]** button.



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 labeled 'Category Name \*' which is highlighted with a red border. Below this is a rich text editor for the 'Description' field, featuring a toolbar with various formatting options like bold, italic, underline, and list.

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 a list of options. The option 'Single user, member-specific groups' is highlighted in blue, and a red arrow points to it from the right. Other options include '# of Groups - No Auto Enrollments', 'Groups of #', '# of Groups', 'Groups of # - Self Enrollment', '# of Groups - Self Enrollment', and '# of Groups, Capacity of # - Self Enrollment'.

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

Set up discussion areas

Forum \*

Portraits [New Forum]

Create new topic  
Create a new topic to 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.

- 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.
- Select **[Create new topic]** to create a new restricted topic.
- 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

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

Create Restricted Topics

Category Name  
Test

Create one topic per group (1 topics total)  
Each group has a separate, restricted topic.

Create one topic with threads separated by group  
Groups share one group-restricted thread in a single topic.

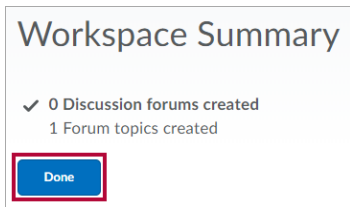
Title  
Journaling Activity

Description  
Write about your experiences here.

Create and Next Add Another Skip

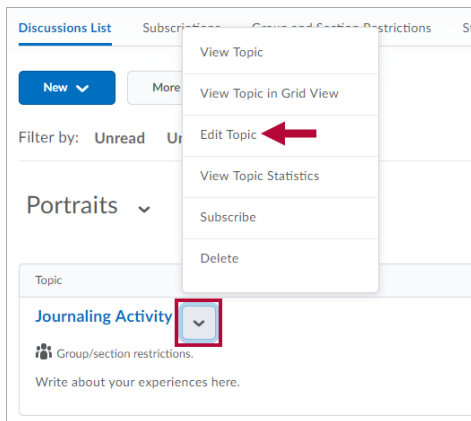
**NOTE:** Once you click **Create and Next**, these options cannot be changed.

5. Click **[Done]**.

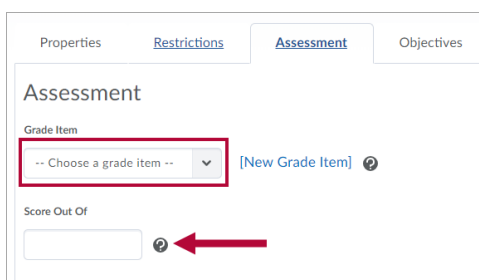


## To View Discussion Topics and Associate to a Grade Item

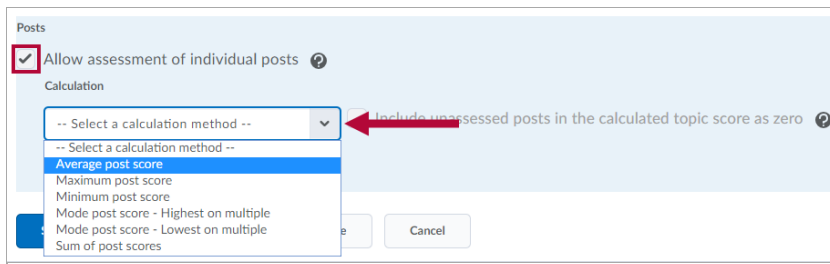
1. Click on **[Collaboration]** → **[Discussions]**, and scroll down to the restricted topic.
2. Click the arrow beside the topic and select **[Edit Topic]**.



3. Click the **[Assessment]** tab.
  - A. 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.
  - B. 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 **[Select a calculation method]** drop-down menu.



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