Student notes

For courses where self-reflection on the part of students is required, it can be useful to allow them to take notes whilst they're in a WebCT course. There are two ways of allowing a student to take personal notes:

Notepad

Students can take notes in WebCT using the **Notes** item under **My Tools** in **Student** view. This opens a popup window (the **Notepad**) allowing them to create a new note or edit existing notes. These notes are saved from session to session, and thus allow students to keep a continuous record of personal notes in the WebCT course which they can print off using the **Create Printable View** button at the bottom of the Notepad. They can also select the text in Printable View and copy it into other applications, such as Word.

By default, notes that a student makes in this way will be stored as "General Notes". However, you can enable Action Menu Tools in Learning Modules to offer a notes icon ( ) in page headers, which when clicked will open up the Notepad and record the Learning Module title with the student's notes.

A student's Notepad is private and cannot be read by other students or even the course Instructor.

Journal

A student journal is a type of discussion topic, and has to be created in **Build** or **Teach** view:

> Click on **Discussions** under **Course Tools**
>
> Click **Create Topic**
>
> In the following screen, choose **Journal Topic**
>
> Click **Next**
>
> In the following screen, give the topic a title and optional description, then you can set options under **Peer Review** and **Topic Behaviour Options**. For instance, under **Journal Privacy** you can specify if you want the student's reflections to be only visible to herself and the course Instructor, or to all members of the course
>
> Click **Save**

The student can then add and edit entries in her journal from **Discussions** under **Course Tools**. Journal entries allow attachments (such as documents or images), and the Printable View includes a **Save as File** option to save selected entries to a text file.

A student journal is useful when you want student reflections to be submitted as assessed work.

NB: As with other WebCT items, you can set journals to be selectively released .

Added by Fred Riley, last edited by Fred Riley on Nov 09, 2010