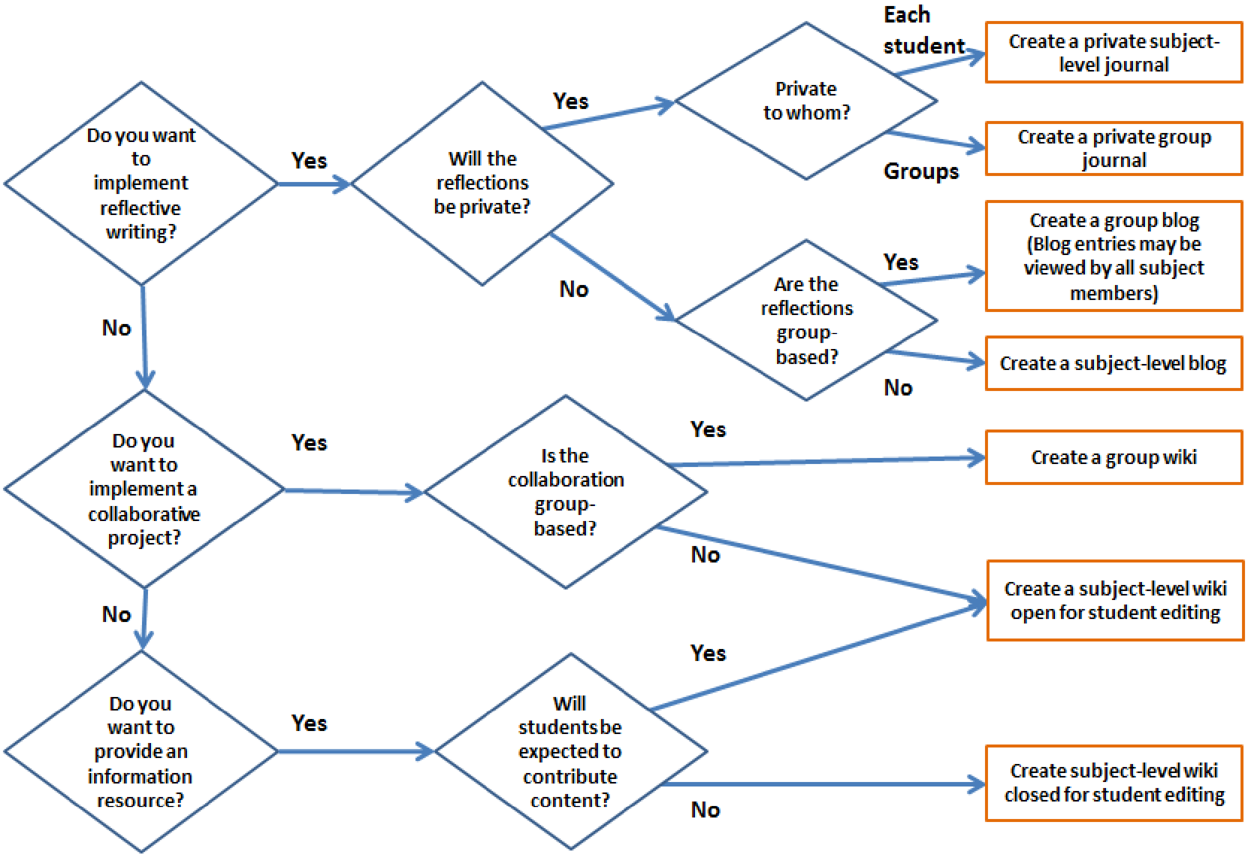
LEARNING MANAGEMENT SYSTEM USER GUIDE: JOURNALS, BLOGS AND WIKIS

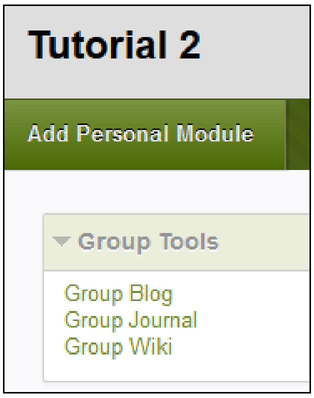
Journals, blogs and wikis are tools within the LMS that allow students to create online content that may or may not be shared with other students within the subject.

Before you select a tool to use, think about the purpose of the task. Are you asking students to do a reflective writing task, work collaboratively on a project, or access/contribute to an information resource? Will you be grading their contributions? Do you want students to only be able to see their own work (at least initially), or do you want everyone to share their contributions?

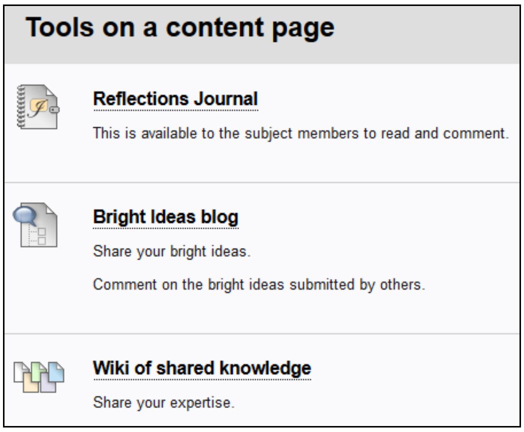
Some of the most common-use scenarios are expanded below, to indicate which tool you may want to use.



Group versions of the tools are available via group pages.



Subject-level tools are created on content pages.



Note: Tools can be added to a content page or in the subject menu as a tool link that lists all the versions of the particular tool. This guide concentrates on adding tools to a content page as the tool can be explained within its teaching context but there are some situations where a subject menu item may be needed. If you are certain you wish to create a list of all journals, blogs or wikis within the subject menu for students, see page 9.

Contents

Overview

A brief overview to each of the journal, blog, and wiki tools appears below. All types of each tool are able to be used for assessment. When grading is selected, grade centre columns are automatically created.

Journal

Journals are spaces that can be used for reflective writing.

There are four types of journals: subject-level private, subject-level public and group private or group public.

Subject-Level Private: Students can only view their own posts (can be changed to public later).

Subject-Level Public: Students can view and comment on their own posts. Students may view all other student posts within the journal, but not comment on these posts.

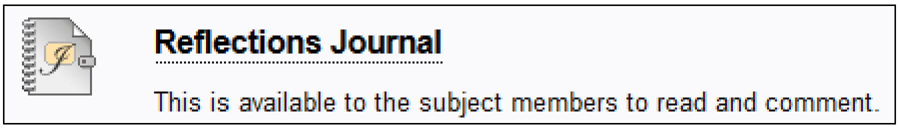
Group Private or Group Public: Students can view and comment on their own posts. Students may view and comment on other posts within their group. The default settings when creating group journals is ‘public group’ where students can view all posts within the ‘public’ group journal, but this setting may be changed to make it ‘private’ group journal.

Subject-level journals can be created on any content page (recommended) or in the subject menu (not recommended). The default settings when creating subject-level journals is ‘private’ so students are only allowed to view their own entries. As desired, staff may modify settings to permit all subject users to view all journal entries e.g. at a later date after assessment is complete.

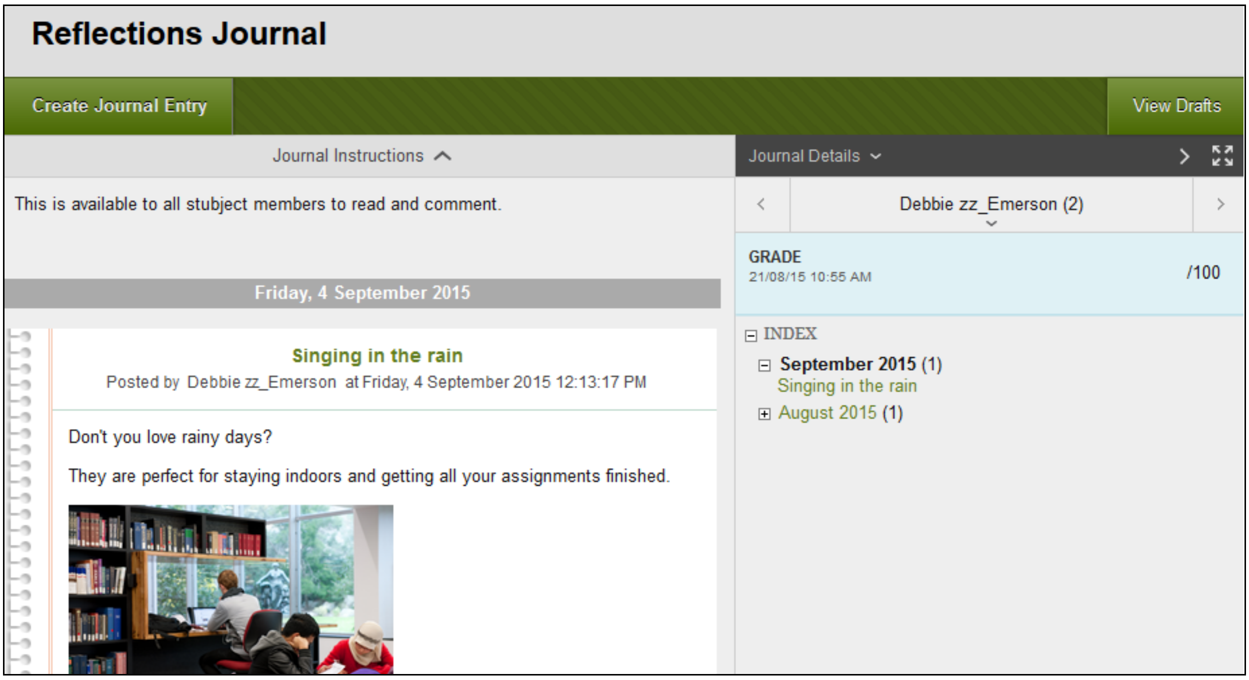
Group journals are created via the Groups tool. A journal can be created when the group is created, or an existing group edited to add a journal afterwards. Default settings create group journals as 'public' so all students are able to read all entries by any group member. As desired, staff may modify settings to prevent group members from viewing all journal entries in the group (see page 18).

Staff can view and comment on all journal posts, regardless of journal type.

An example of a subject-level journal link is shown below.



When the journal link is opened, the journal displays your own posts by default.



The example above is a subject-level public journal that allows students to view each other's entries. Students can select another person to view using the name area on the top right of the journal screen.

Blog

Blogs can also be used as a reflective writing space. With blogs students are always able to see and comment on all other students' entries.

There are three types of blogs: subject-level, individual and group. The main differences are how the posts are displayed.

Subject-level: All student posts are displayed on a single page, but may be filtered to show just contributions by a particular individual.

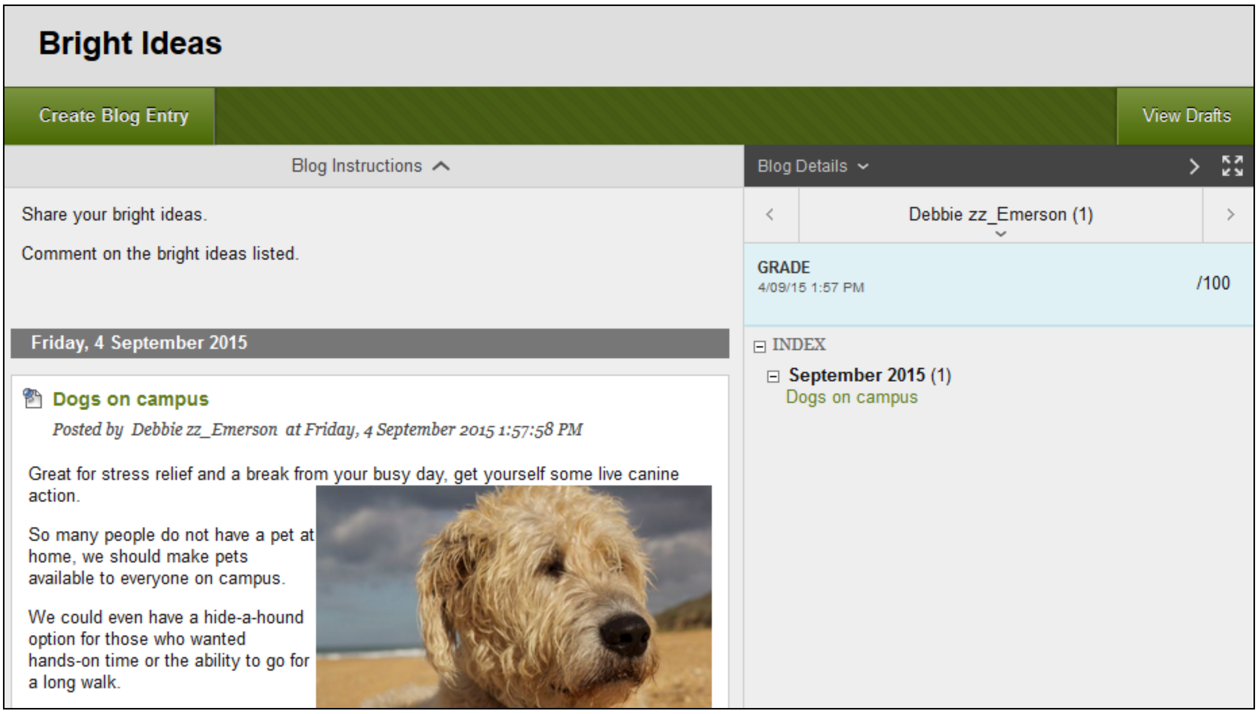
Individual: The blog opens to display just the posts of the person accessing blog tool, but may be filtered to show contributions by other individuals. This is the default setting when creating a blog.

Group: All group member posts are displayed on a single page, but may be filtered to show just contributions by a particular individual.
Note: Group blogs are discoverable by anyone in the subject, even if they are not a member of the group. All subject members are able to view group blogs and comment on posts.

Blogs can be created on any content page (recommended) or in the subject menu (not recommended.

An example of an individual blog link is shown below.

When the blog link is opened, the blog displays the most recent post at the top.



Students can filter entries to view using the student name area (on the top right of the blog screen), or selecting from the index.

Wiki

Wikis can be used as a shared authoring space. They are commonly used to manage group project work.

There are two types of wikis: subject and group.

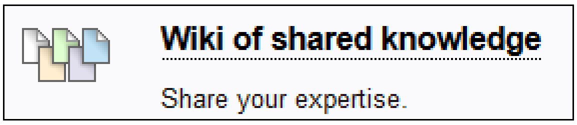
Subject-level: By default the wiki tool is available to everyone is a subject. Student view and edit permissions may be modified by staff.

Group: All group members may view and edit the wiki.
Note: The default settings when creating a group wiki is that anyone in the subject can view the wiki, even if they are not a member of the group. Staff can choose to edit the settings (see page 9).

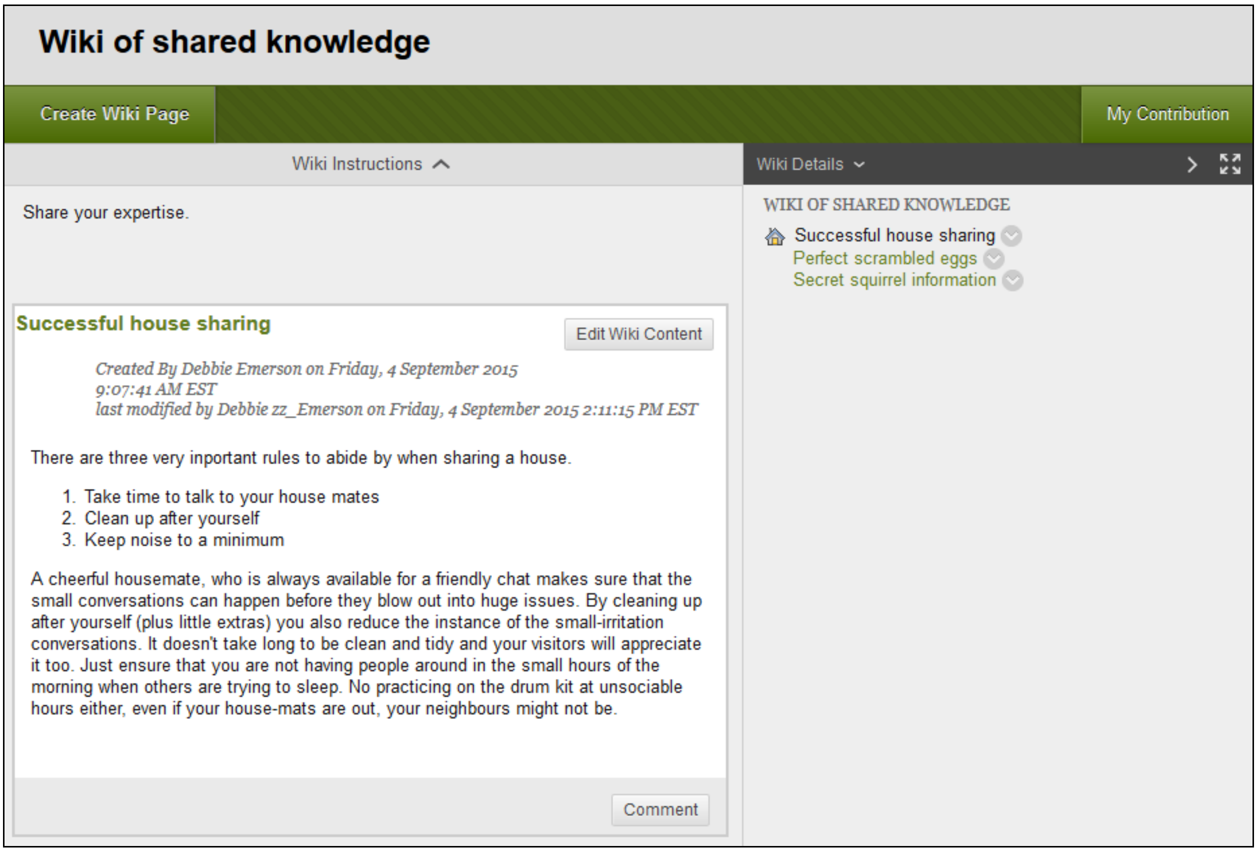
Wikis can be created on any content page (recommended) or in the subject menu (not recommended).

Subject-level wikis may be made available to students for editing or viewing only. Similarly the ability for students to add comments may be turned on or off.

An example of a subject-level wiki link is shown below.



When the wiki link is opened, the wiki displays the home page by default, but other pages may be opened by selecting from the page list on the right of screen.



Create

The following three sections describe creating subject-level journal, blog and wiki tools. These tools can be added to any content page. Multiple instances of each tool may be created as required. If you wish to create group level tools see page 17.

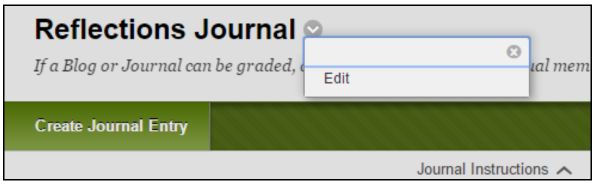
Subject-level private / subject-level public journal

1. Navigate to the content page where you would like the journal to appear.
2. Ensure **Edit Mode** is **ON**.
3. Select **Tools >> Journals**.
4. Click **Create New Journal**.
5. Enter a **Name** for the journal and **Instructions** (if desired).
   Note: The instructions should be kept very short as they appear at the top of the tool whenever the tool is open. These can be hidden by individuals, but a better option may be to create an item on the same page as the tool, to contain the instruction text.
6. Under **Journal Availability** choose if the journal should be available to students.
7. If the journal is to be available you can choose to **Limit Availability**, choosing the dates/times that the journal will be visible.
8. **Journal Settings** lets you choose the indexing (display of post as weekly or monthly), plus whether students will be able to edit and delete their own posts, and delete their own comments.
   There is also an option to **Permit Subject Users to View Journal** that sets whether the journal is public or private. This option is not selected by default, so the journal is private and students only view their own journal entries. Turn this option on if you want to allow students to see all participants and view all posts in the journal.
9. **Grade Settings** let you choose to grade this journal. If you choose to grade you will be asked to select **Points Possible** and the number of posts required before a 'Needs Grading' icon appears for that student in the grade centre.
   Notes: A grade centre column will be created. By default the column will be displayed to students. You may wish to go the Grade Centre and hide this column from students.
   A due date may be added and this will appear in the subject calendar.
   A rubric may be attached if desired.
10. **Submit**.
11. In **Link to a Journal** the new journal you have created should be highlighted.
12. **Next**.
13. Add **Name**, **Text** and select **Options** (available, track views and date restrictions) as desired.
14. **Submit**.

Edit journal settings

If at a later date you wish to edit your journal settings, you will notice that the usual method of editing (click down arrow next to journal name >> Edit) has limited options as it edits the link information only.

To edit the journal settings: **open** the journal >> **click the down pointing arrow next the journal name >> Edit.**



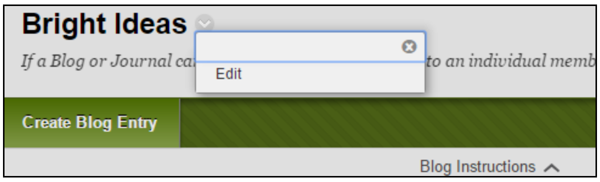
Subject-level or individual blog

1. Navigate to the content page where you would like the blog to appear.
2. Ensure **Edit Mode** is **ON**.
3. Select **Tools >> Blogs**.
4. Click **Create New Blog**.
5. Enter a **Name** for the blog and **Instructions** (if desired).
   Note: The instructions should be kept very short as they appear at the top of the tool whenever the tool is open. These can be hidden by individuals, but a better option may be to create an item on the same page as the tool, to contain the instruction text.
6. Under **Blog Availability** choose if the blog should be available to students.
7. If the blog is to be available you can choose to **Limit Availability**, choosing the dates/times that the blog will be visible.
8. **Blog Participation** is the setting to decide if it will be a subject blog or individual blog. It lets you choose how the blog entries are to be displayed.
   Individual Blog (default): Select **Individual to All Students** to give each student their own blog space for creating entries. Viewing your own posts is every person's default view of the blog. Switch to view content created by any another person by selecting their name from the name list on the right. Comments may be made on all posts.
   Subject: Select **Subject** to create a single blog space where all participants create entries, read posts and write comments. The most recent entry appears at the top of the screen. You can filter to see entries by a particular author.
   Allow Anonymous Comments allows people to hide their identity when they write a comment.
9. **Blog Settings** lets you choose the indexing (display of post as weekly or monthly), plus whether students will be able to edit and delete their own posts, and delete their own comments.
10. **Grade Settings** let you choose to grade this blog. If you choose to grade, you will be asked to select **Points Possible** and the number of posts required to show a Needs Grading icon for that student in the grade centre.
    Notes: A grade centre column will be created. By default the column will be displayed to students. You may wish to go the Grade Centre and hide this column from students.
    A due date may be added and this will appear in the subject calendar.
    A rubric may be attached if desired.
11. **Submit**.
12. In **Link to a Blog** the new blog you have created should be highlighted.
13. **Next**.
14. Add **Name, Text** and select **Options** (available, track views and date restrictions) as desired.
15. **Submit**.

Edit blog settings

If at a later date you wish to edit your blog settings, you will notice that the usual method of editing (click down arrow next to blog name >> Edit) has limited options as it edits the link only.

To edit the blog settings: **open** the blog >> **click the down pointing arrow next the blog name >> Edit.**

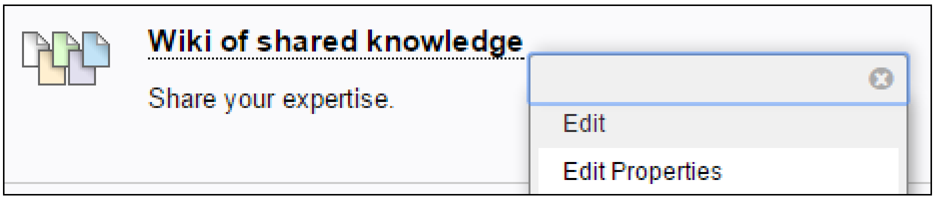


Subject-level wiki

1. Navigate to the content page where you would like the wiki to appear.
2. Ensure **Edit Mode** is **ON**.
3. Select **Tools >> Wikis**.
4. Click **Create New Wiki**.
5. Enter a **Name** for the wiki and **Instructions** (if desired).
   Note: The instructions should be kept very short as they appear at the top of the tool whenever the tool is open. These can be hidden by individuals, but a better option may be to create an item on the same page as the tool, to contain the instruction text.
6. Under **Wiki Date and Time Restrictions** choose if the wiki should be available to students.
7. If the wiki is to be available you can choose to **Limit Availability**, choosing the dates/times that the wiki will be visible.
8. **Wiki Participation** lets you choose who can author content:
   Student Access >> Open to Editing will allow students to create and edit wiki pages.
   Closed to Editing will allow them to read wiki content, but not edit pages.
   Student Comment Access (open / closed) will control whether students are allowed to write comments.
9. **Wiki Settings** let you choose to grade this wiki. If you choose to grade you will be asked to select **Points Possible** and the number of posts required to show a Needs Grading icon for that student in the grade centre.
   Notes: A grade centre column will be created. By default the column will be displayed to students. You may wish to go the Grade Centre and hide this column from students.
   A due date may be added and this will appear in the subject calendar.
   A rubric may be attached if desired.
10. **Submit**.
11. In **Link to a Wiki** the new wiki you have created should be highlighted.
12. **Next**.
13. Add **Name, Text** and select **Options** (available, track views and date restrictions) as desired.
14. **Submit**.

Edit wiki settings

Unlike the other two tools, if at a later date you wish to edit your wiki settings you can do so by clicking the down arrow next to wiki name (do not open the wiki) >> **Edit Properties**.



Group journal, blog or wiki

Full details on creating group versions of the journal, blog and wiki tools is available inside the Groups topic on page 17.

List page of all journals, blogs or wikis

Staff are able to see a list of all journals, blogs or wikis within the subject via **Control Panel >> Subject Tools >> Blogs / Journals / Wikis**. This page may be useful for administrative reasons. This list will display subject level and group versions of the given tool. If staff choose, they may also make this list page available to students by adding a Tool Link to the subject menu (not recommended). This page may be useful to students as it allows easy access to view other groups' journals, blogs or wikis.

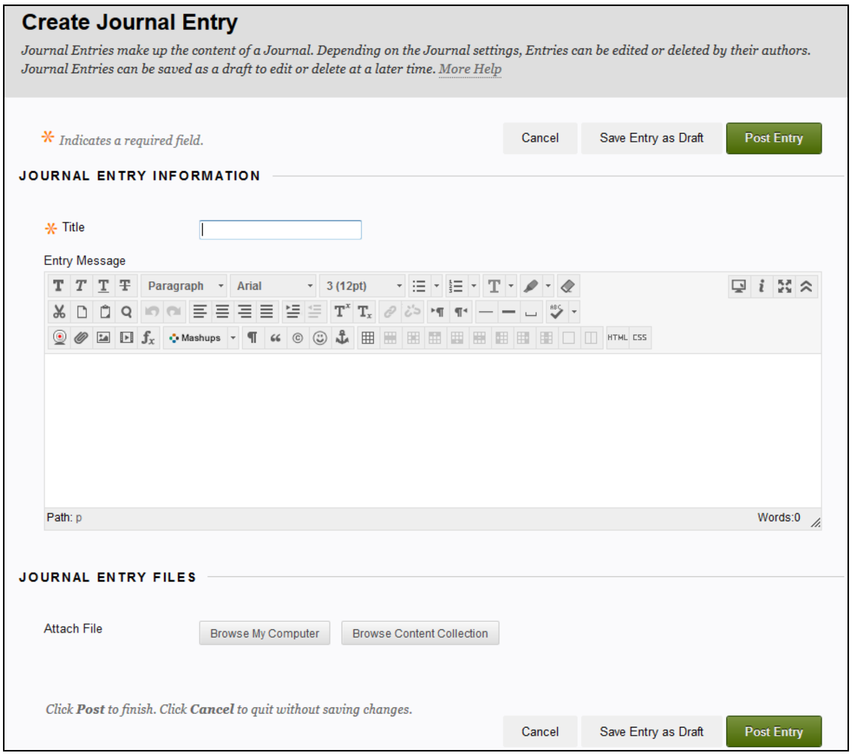
1. Ensure **Edit Mode** is **ON**.
2. From the plus sign (**+**) at the top of the subject menu select **Tool Link**.
3. Enter the desired **Name**.
4. From **Type** select **Blogs**, **Journals** or **Wikis**.
5. Click the check box to make the list **Available to Users**.
6. **Submit**.

Journal / Blog Content

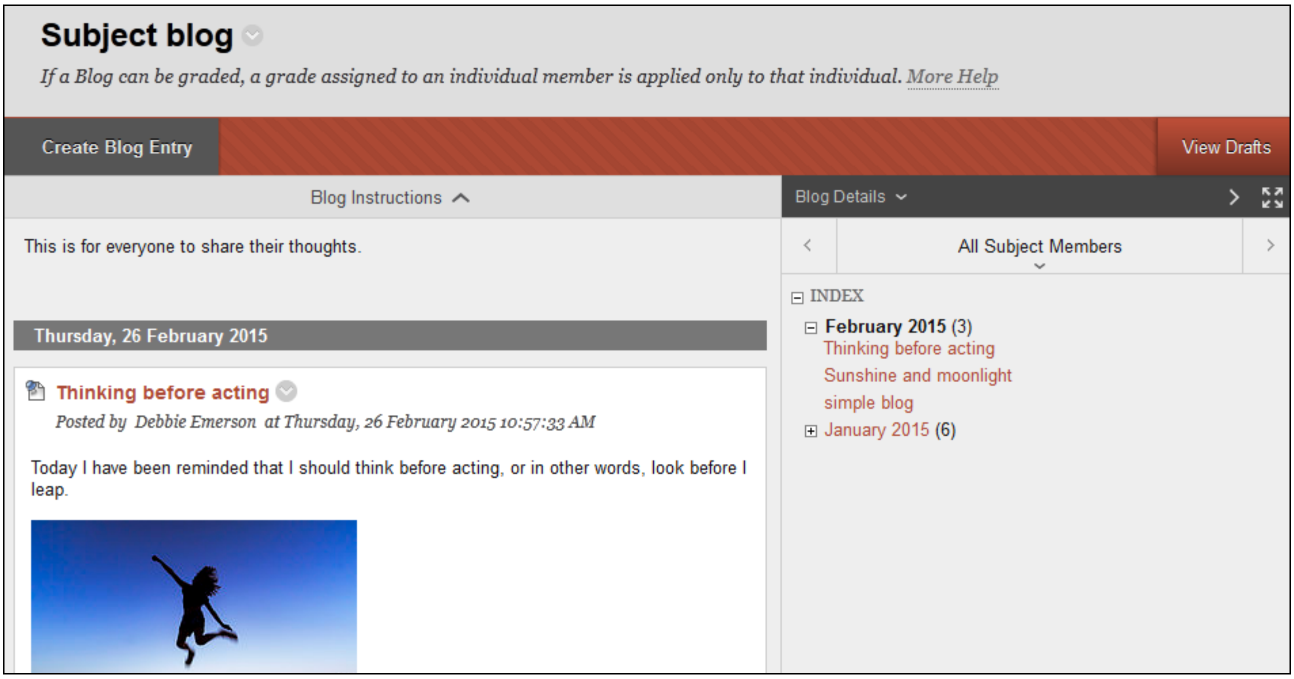
Create an entry

As the process to creating and editing journal and blog entries is very similar, the same instructions apply for both.

1. Click the name of your journal or blog to open it.
   The most recent blog posts (if present) will be visible. Older posts are available from the listing on the right of screen.
2. Click **Create Blog Entry / Create Journal Entry**. The screen that appears for a journal entry is shown below, but it is almost identical for a blog entry.



3. Enter a **Title**.
4. Enter your message in the area provided and format the text as desired.
   Note: The image above shows three rows of formatting tools in the message area. If you see only a single row of message formatting tools, display additional tools by clicking the double down pointing arrow (top right) of the message area.
5. **Post Entry as Anonymous** may be an option (**blog only)**. Selecting this check box will not attach your name to this entry.
6. **Attach File** allows you to upload a file you have stored on your local computer or in the content collection.
7. Click **Save Entry as Draft >> OK** if you want to come back and complete this entry at a later time.
   Click **Post Entry** to immediately make the entry available.



Edit an entry

Students will only have the ability to edit their own entries if this has been allowed in the settings.

1. Open the journal / blog.
2. View the entry to be edited.
   If it is a recent entry it may appear in the main pane area.
   If it is an older entry you can locate it in the index area (right of the blog) and click the title to view it in the main pane area.
3. Put your cursor on the down pointing arrow next to the entry name.
4. Click and select **Edit**.
5. Change the entry as desired.
6. Click **Post Entry** to save.
   Note: The **Posted by** and **Last Edited** date will both be displayed on the entry.

Edit a draft entry

Drafts are created when someone uses **Save Entry as Draft** and has not yet used **Post Entry** for that post.

1. Open the journal / blog.
2. Click **View Drafts** (top right) to see a list of draft blogs.
3. Put your cursor on the title of the entry you wish to edit. A down pointing arrow will appear.
4. Click **Open**.
5. Edit the entry as desired.
6. Click **Save Entry as Draft >> OK** if you want to come back and complete this entry at a later time.
7. Click **Post Entry**.

Comment on an entry

Any entry that you are viewing will give the option to add a comment (bottom right corner of the entry). If settings are set to allow it in blog posts, students may be able to ‘Comment on Entry as Anonymous’.
Note: For a public journal students can only comment on their own posts.

1. Open the journal / blog.
2. View the entry you want to comment on.
3. **Comment**.
4. Enter your text.
5. **Add**.

Comments are text-only. No images, links or formatting is available in the comments field.

Delete an entry

Students will only have the ability to delete their own entries if this has been allowed in the settings.

Teaching staff are able to delete any journal / blog entry using the process outlined below.

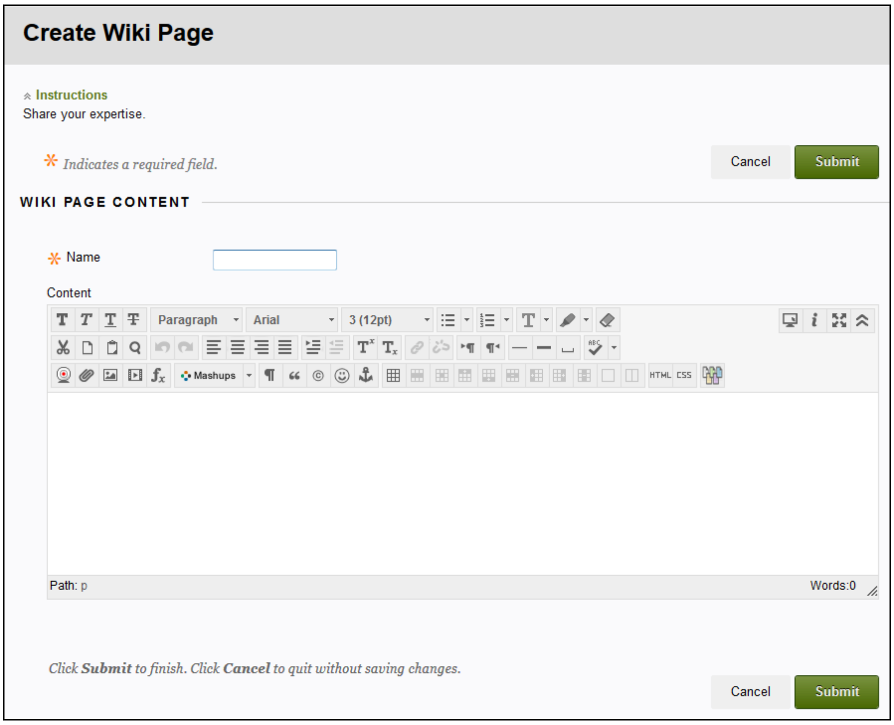
Note: As the action of deleting another person's entry is unusual, it is recommended that teaching staff communicate with a participant prior to deleting their post.

1. Open the journal / blog.
2. View the entry to be deleted.
3. If it is a recent entry it may appear in the main pane area.
4. If it is an older entry you can locate it in the index area (right of the blog) and click the title to view it in the main pane area.
5. Put your cursor on the down pointing arrow next to the entry name.
6. Click and select **Delete**.
7. You will be asked to confirm the deletion by clicking **OK**.

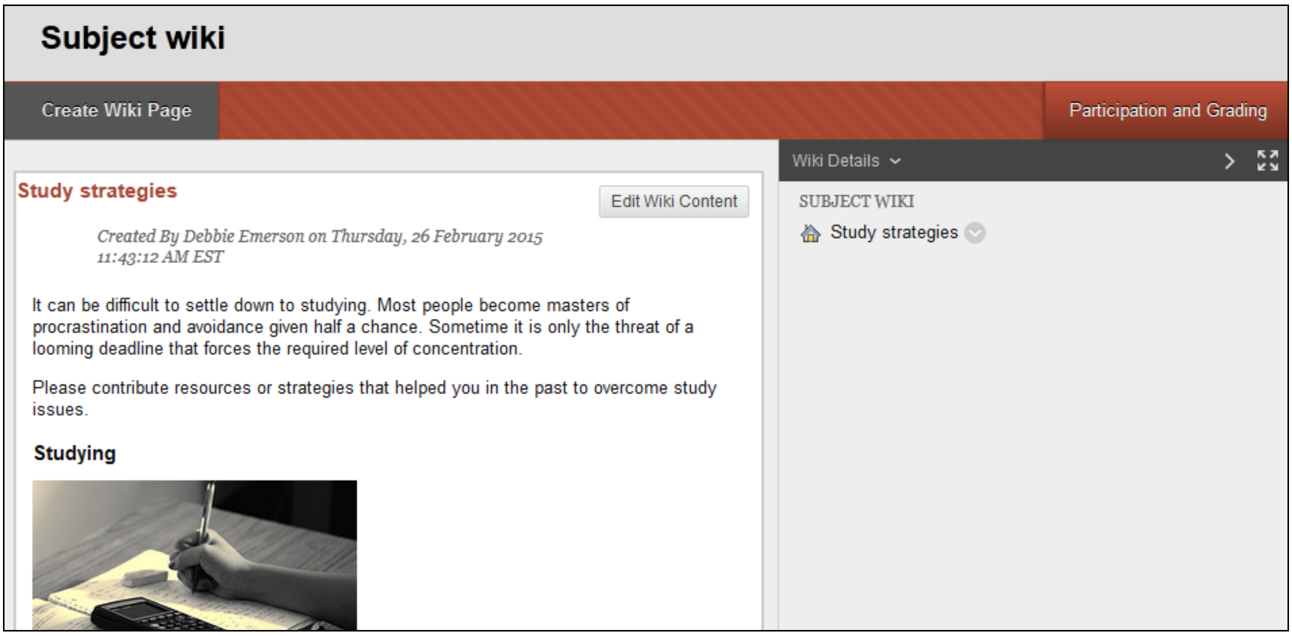
Wiki Content

Create a page

1. Open the wiki where you want to create the new page.
2. From the top left of screen select **Create Wiki Page**.
   Note: If there are no other pages in the wiki, this step is not required as you will be automatically prompted to create a page when you open the wiki.



3. Enter a name for the page and create content as desired.
   Note: The image above shows three rows of formatting tools in the content area. If you see only a single row of message formatting tools, display additional tools by clicking the double down pointing arrow (top right) of the message area.
4. Click **Submit** when finished.
   Note: The first page created in a wiki is the home page and will appear at the top of the list of pages. All other pages within the wiki are ordered alphabetically. Add numbers to the front of wiki pages if you want to force wiki pages to be displayed in the number order you give. There is no other way to change the order of wiki pages.



Edit a page

Students will only have the ability to edit wiki pages if this has been allowed in the settings. Staff can always edit a wiki.

1. Open the wiki that contains the page you want to edit.
2. All pages will be listed on the right of screen, each page with a down pointing arrow.
3. Click the down pointing arrow next to the page you want and click **Edit**.
4. Alternatively, if the page you want to edit is the current page click the **Edit Wiki Content** button (top right of the page).
5. Edit the content as desired.
   Note: Changing the name of the page may change its position in the list of pages.
6. Click **Submit** when finished.

Comment on a page

When wiki setting are ‘open for commenting’ students will be able to comment on wiki pages. Staff can always comment.

View the history of a page

Each time a wiki page is submitted it receives a new version number. This history may be viewed by both teaching staff and participants.

1. Open the wiki.
2. All pages will be listed on the right of screen, each page with a down pointing arrow.
3. Click the down pointing arrow next to the page where you want to view the history and click **History**.
4. A table listing each of the versions of this page will be displayed.
5. Participants and teaching staff may view a version by clicking the name of the version.
6. Participants and teaching staff may compare two versions by clicking the check box to the left of the version names and clicking **Compare Versions**. Differences are highlighted.
7. Teaching staff may remove all record of a particular version by clicking the down pointing arrow next to the version's name and clicking **Delete** (not recommended).
8. If you delete, you will be asked to confirm this action by clicking **OK**.

9. Click **OK** (bottom right) to exit page history.

   Note: When grading, information about the versions is also available so that it is clear which version(s) each participant was responsible for creating.

Delete a page

Only teaching staff may delete a wiki page and this action may not be undone. Participants are not able to delete a page, but they are able to edit a page and thereby remove all content. Previous versions on the wiki page can be reviewed via History.

1. Open the wiki.
2. All pages will be listed on the right of screen, each page with a down pointing arrow.
3. Click the down pointing arrow next to the page you want to remove and click **Delete**.
4. You will be asked to confirm the deletion by clicking **OK**.
   Note: The home page for a wiki can never be deleted.

Groups

Basic information on creating groups appears below using 'Single Group (Manual Enrolment)' as the example. All groups have the option to include a journal, blog and/or wiki (maximum of one each tool per group).

For detailed information on creating and managing multiple groups, including self-enrol groups see: https://www.lms.unimelb.edu.au/teaching/communication/groups/

Create a single group (manual enrolment)

1. Ensure *Edit Mode* is **ON**.
2. Select **Control Panel >> Users and Groups >> Groups**.
3. **Create >> Single Group >> Manual Enrol**.
4. Enter a *Name* and *Description* (optional).
5. By default the *Group is visible to students*: **Yes**. Students will be able to access the group page if they are a member of the group. Groups must be 'available' to allow students to submit to group assignments or view group tools. The instructions below assume you have selected Yes. If you select **No**, students will not be able to see the group pages, or sign up (if it is a self-enrol group) or engage in any tools selected for the group.
6. Select the tools (including journal, blog and/or wiki) that will be available to the students within their group space.
   Note: To avoid confusion, do not add a tool unless you know you want your students to use it.
7. Select if the tool is to be graded or not, and if it is to be graded: points possible, number of entries before tool is to be marked as 'needs grading' and rubric as desired.
8. Select if students will be able to personalise the group space modules.
9. At *Group Options* click the check box if you would like a Grade Centre *Smart View* to be created for this group. A smart view is a subset view of students and / or columns in the grade centre.
10. **Add Users** to select group members. Click the check box to the left of the required group members name then click **Submit**.
11. **Submit**.

Edit a group to add a journal, blog, or wiki

Groups may be edited to give access to a blog, journal or wiki for reflection or development of an idea on their group pages.

1. Ensure *Edit Mode* is **ON**.
2. Select **Control Panel >> Users and Groups >> Groups**.
3. Click the down arrow next to the name of the group.
4. **Edit Group**.
5. Select **Tool Availability >> Journals, Blogs**, **Wikis** and grading options or as desired.
6. **Submit**.

Edit group journal, blog or wiki settings

1. Ensure *Edit Mode* is **ON**.
2. Select **Control Panel >> Subject Tools >> Journals, Blogs, Wikis.**
3. From the name of the group journal / blog / wiki click the down pointing arrow >> **Edit properties**.
4. Make changes as required >> **Submit**.

Making a Group Journal Private

The default setting for group journals is ‘Permit Members to View Journal’ which means the group journal can be viewed by others in the subject who are not in that group. To ensure that only group members can view their journal you need to edit the properties of the journal.

1. Ensure *edit mode* in ON.
2. Select **Control Panel>>Subject Tools>>Journal**.
3. From the name of the group journal click the down pointing arrow>>**Edit Properties**,
4. Under Journal Settings unclick **Permit Users to View Journal**.

Making a Group Wiki Private

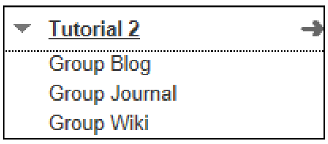
The default setting for group is: viewers- ‘All subject members’ is selected. This means the group wiki can be viewed by others in the subject who are not in that group. To ensure that only group members can view their wiki you need to edit the properties of the wiki.

1. Ensure *edit mode* is **ON**
2. Select **Control Panel>>Subject Tools>>Wikis**.
3. From the name of the group wiki click the down pointing arrow >>**Edit Properties**
4. Under **Wiki Participation>>Viewers** click **Group Members-Only**.

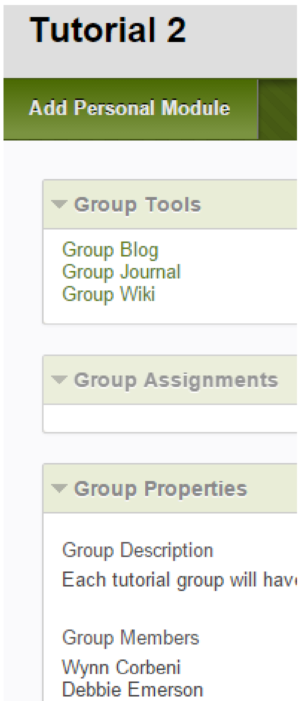
Notes: We have highlighted some of the other default settings for the group tools that you may wish to edit:
Group blogs ‘Allow Anonymous Entries and Comments’ is selected. Suggest unselecting.
Group journals and blogs: Students may edit and delete their own entries and comments. Suggest unselecting.

Group tools – What group members see

When a person is a member of a group they will see **My Groups** listed under their subject menu (left of screen).



Click the down pointing arrow to the left of the group name to expand the list and show available tools.



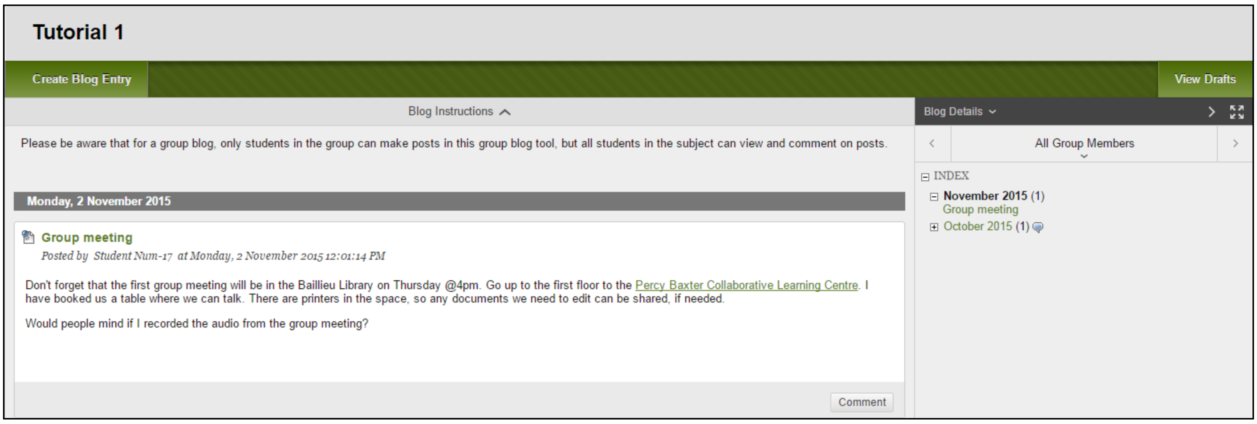
Click the right pointing arrow to display group properties, tools and assignments within the page (left of screen).

If a blog, wiki or journal is made available to a group it will appear in the group area. Students click on the group page to access their group blog, wiki or journal.

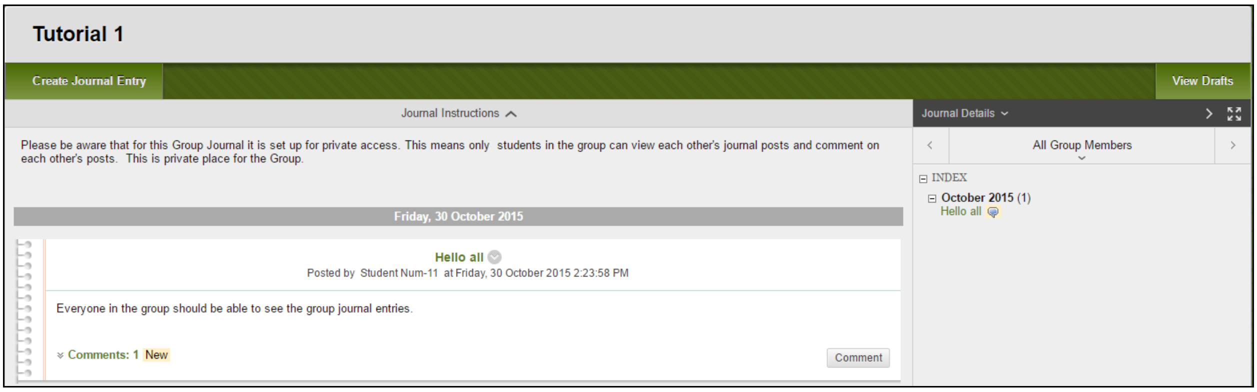
If a blog, wiki or journal list page has been added to the subject menu, students can access the group tool from the list page. The tool list page allows for students to easily access their own and other groups versions of the tool (See page 9).

When using a group version of a blog, wiki or journal, the use of the tool is the same as a subject level version of the tool but just the group members can create new entries or in the case of the wiki tool; edit the wiki.

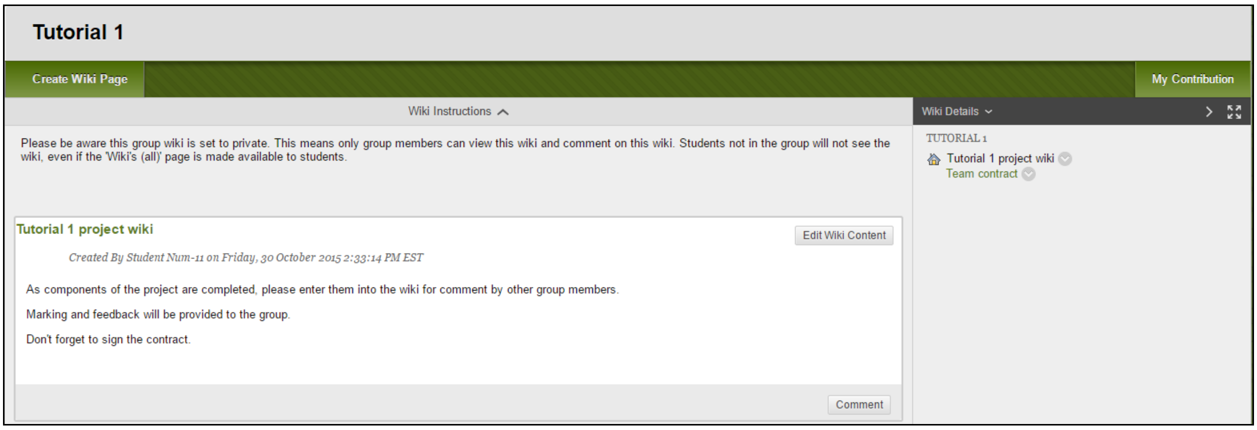
Group Blog



Group Journal



Group Wiki



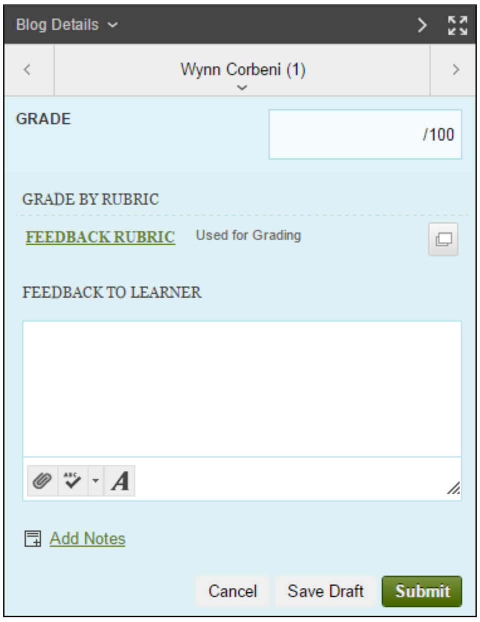
Grading

Grade a journal / blog

The option to grade a participant on their journal / blog activity is available via Grade Centre >> Needs Grading >> click a student name.

Participant activity may also be graded when all entries by a participant are being viewed inside the blog (steps shown below).

1. Open the journal / blog.
2. Above the **Index** will either be your name or **'All Subject Members'**.
3. Click your name / **All Subject Members** and a list of all participants will be displayed in a drop down list.
4. Participants who need to be marked will have an exclamation mark after their name.
   Note: You are still able to mark participants who are 'in progress' or who have not yet contributed. The exclamation mark simply means they have reached the nominated required number of posts.
5. Click a participant's name from the list to mark them.
6. Current journal / blog activity by this participant will be displayed in the main pane.
7. The index (now below a grading screen that has appeared) will allow access to earlier activity by this participant.
8. In the grading pane that has appeared above the index, enter a grade and feedback for the participant. If a rubric has been attached, this may now be used.



9. Click **Submit**.
10. A success message will appear. You can now select another participant to grade if desired.

Grade a wiki

Participants are able to see their own level of activity in a wiki via the **My Contribution** option (top right).

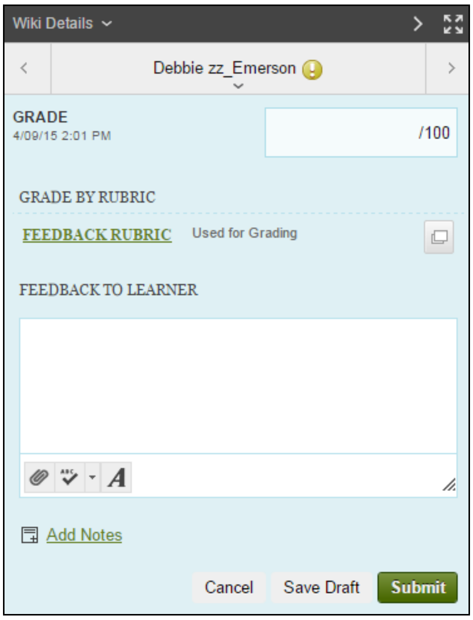
Teaching staff are able to grade a participant on their wiki activity via Grade Centre >> Needs Grading >> click a student name.

Participant activity may also be graded when viewing the activity of individuals in a wiki (steps shown below).

1. Open the wiki.
2. Click **Participation and Grading** (top right).
3. All participants who have contributed to this wiki will be displayed with a brief summary of their activity.
4. Click a participant's name in the summary table to open up details and grade them.
5. Alternatively, from the **All** drop down menu at the top of the right pane, select the participant to be graded.
6. Participants yet to be marked will have an exclamation mark after their name in this menu. Click on their name.
7. Each page that this participant has edited will be listed with details (version they edited, date and number of words).

Note: This page can quickly get busy as every version of any page they edit will appear as a separate item in the table.

8. Click a page version name to view the page in a separate window.
9. Click the **User's Modifications** link to compare their edited version of a page with the previous/subsequent versions of that page.
10. In the grading pane that has appeared on the right, enter a grade and feedback for the participant. If a rubric has been attached, this may now be used.



11. Click **Submit**.

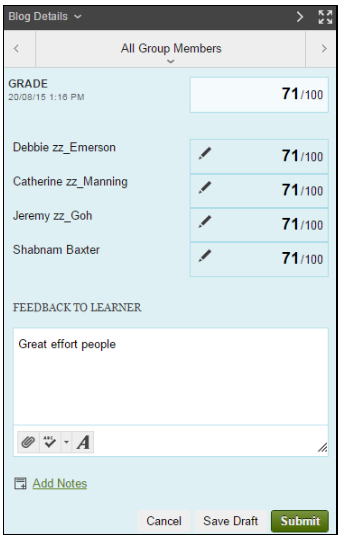
    A success message will appear. You can now select another participant to grade if desired, using the name drop down menu on the top right of the wiki page or click on **OK** to return to participation summary page.

Note: in some instances, particularly in large subjects, it is helpful to set up Smart Views for group tools. Details on how to set up group Smart Views for the Grade Centre are available in the Groups Guide and the Smart Views Guide

Grade a group journal, blog or wiki

Grading a group version of the tool is very similar to grading for individuals. The main difference is that you see multiple people within the grading pane.

By default when grading **All Group Members** are listed. You can enter a grade into the top field, type feedback, and apply rubric selections (if a rubric was used). The same grade and feedback goes to all members of the group.



Grade an individual within the group

Click the grading pencil next to a person to give them a different grade to other members of the group. This allows that grade to be changed for that individual. That individual will be able to view their grade but not the group text feedback or group rubric feedback.

Alternatively, at the top of the pane you are able to change from viewing **All Group Members** to an individual. Changing the view to an individual allows marking and feedback to be given just for that individual (same as described in detail previous section).

For a journal / blog that person's entries will be displayed.
For a wiki the participation summary page is displayed. Click on an individual's name to view that person's page edits, including dates and number of words modified.

Note: When one group member creates the required blog, wiki or journal entry to mark them as 'needs grading', all students in the group are marked as 'needs grading'.

Remove a Blog, Journal or Wiki Tool

Remove link to Subject-level Tool on a Content Page

1. Navigate to the content page where the blog, journal or wiki appears, but do not open it.
2. Ensure *Edit Mode* is **ON**.
3. Click the downward pointing arrow to the right of the assignment you wish to remove.
4. **Delete**.
5. **OK**.

Note: This removes the link to the tool in the subject only. You also need to remove the tool itself.

Group access to a Tool

1. Ensure *Edit Mode* is on.
2. Select **Control Panel>>Users and Groups>>Groups**.
3. From the name of the group click the down pointing arrow>> Edit Group

4. Under **Tool Availability** uncheck the tool that is to be made unavailable to the group.

Note: This removes the student access to the tool. You also need to remove the tool itself.

Remove the actual tool

1. Ensure *edit mode* in ON.
2. Select **Control Panel>>Subject Tools>>Blog or Journal or Wiki**.
3. Either from the name of the group journal click the down pointing arrow>>**Delete,** click **OK** to confirm

OR

Check the tick box next to the tools you wish to remove and select **Delete** button at top or bottom of list**,** click **OK** to confirm

Note: if a tool has a Grade centre column associated with it you will be prompted with a warning that there is a grade centre column associated with the tool and whether you wish to remove the grade centre or not. Check box to remove, select Cancel to leave grade centre column. ..

Rights & Obligations

Under both the Copyright Act and the University's Intellectual Property Statute students will own copyright in all their own entries on any of the LMS collaboration or communication tools. It is recommended that there should be information made available to students about their rights regarding their entries and how they may be used.

There may also be privacy issues when using these tools, i.e. the use of images of people, names and other personal information. It is important that you discuss what is appropriate content for the tool with students prior to asking them to participate.

Please note that there are limited provisions for students to communicate 3rd party material in such tools. These include, Fair Dealing for Criticism & Review, Fair Dealing for Parody & Satire, using material that is out of copyright, using an insubstantial portion or linking to material. For details on these provisions, please look at the Copyright Office website: https://www.unimelb.edu.au/copyright.

Academics can make material available under the statutory licences for educational purposes but limits and restrictions apply. See the Copyright page,the information tab ;copyright and teaching: https://www.unimelb.edu.au/copyright.

It is strongly recommended that the following text is made available on the page where your collaboration tool appears to inform your students of their rights & responsibilities whilst they participate in these activities:

This (blog / journal / wiki) is open to the class and I will be monitoring comments on a regular basis.

Additionally, you are responsible for making sure you don't post illegal or inappropriate content such as material that:

- *infringes copyright*
- *is pornographic or defamatory*
- *is racially vilifying, cruel, violent, abusive, or harassing*
- *invades or interferes with the anyone's privacy*
- *is personal information such as telephone numbers, addresses or photographs of individuals without their express permission*

Please report any errors or omissions in this guide to lms-guides@lists.unimelb.edu.au