**Weekly Learning Process/Progress Review and Reflect Journal**

(For Blackboard Learn LMS)

After your Thursday class each week, please write and post your **Review and Reflect** (R&R) **Journal** entry to me. This will help you keep a record of your class work.

I look forward to reading your R&R Journal and writing a comment to you each week. Your words will help me to know how you are progressing and what help you may need.

To read my comments on your posted entry, click on “**Comment**” in the bottom left corner of your journal entry.

Use the **Success-building Table** to review your week’s learning progress; then, think about and write answers to the following **Review and Reflect** **Journal** questions.

**Step One: “Copy and Paste”** (I still need to make visual directions to go with this)

Directions to Copy and Paste the Success-building Table and R&R questions into your journal post:

1. **Copy the Success-building Table and the 10 Review and Reflect Journal questions**. There are different ways to copy and paste information from one document to another. Use one of these.
2. **highlight** the content; then **hold down** **Ctrl+C** together to **copy** from one document and **Ctrl+V** to **paste** to anotherdocument
3. **highlight** and **right click** for the drop-down menu; then **left click** on **Copy**; to paste to another document, **right click** for the drop-down menu; then **left click** on paste
4. After you have copied the Success-building Table and questions, **left click** on **Create Journal Entry**
5. **Paste** (Ctrl+P or paste from the menu) the copied content into the journal space.

**Success-building Table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Success-building Learning Activity** | **Level 1****Needs Improvement** | **Level 2****Satisfactory** | **Level 3****Confident and Competent** |
| 1. **Weekly Attendance**
 | **0 class** | **1 class** | **2 classes** |
| 1. **Homework (out of class)**
 | **0 hours** | **1-3 hours** | **4+ hours** |
| 1. **Study Notes**
 | **0 times** | **1 class** | **2 classes** |
| 1. **Summary and Self-test**
 | **0 times** | **1 class** | **2 classes** |
| 1. **Review and Reflect Journal**
 | **0 class** | **1 class** | **2 classes** |

1. Are you satisfied with your learning progress this week? Yes or No
2. If yes, what did you do that made you feel satisfied with your learning process and progress? If no, what do you think you need to do to become satisfied with your learning process and progress?
3. Did you write a test this week? Which one? (course/chapter or final)
4. What was your score? Are you satisfied with your test score? Yes or No
5. If yes, what do you feel helped you do well on your test? If no, what do you think you need to do to be satisfied with your next test?
6. What content was easy (a review), hard (needs more practice) or confusing (need to ask for help) for you on this test?
7. What did you find interesting in your course work this week? Why?
8. What learning tips would you pass on to other students do help them be successful with this course work?
9. How would you student-improve the course work this week?
10. Did you find or use other resources that would be helpful for the other students to know about? Where would they find these resources?

**Step Two: Highlight Table Cells and Answer R&R Questions** (I still need to make visual directions to go with this)

Directions for highlighting table cells

1. **Highlight** the words in the cell that you have chosen
2. **Left click** on highlighting icon

Directions for answering questions

1. **Hit** **Enter** after each question and answer **below** each question, so you can see the question and answer together.

**Step Three: Post Journal Entry**

1. **Left Click** on **Post Entry** to send your journal post to me.