

## Journals

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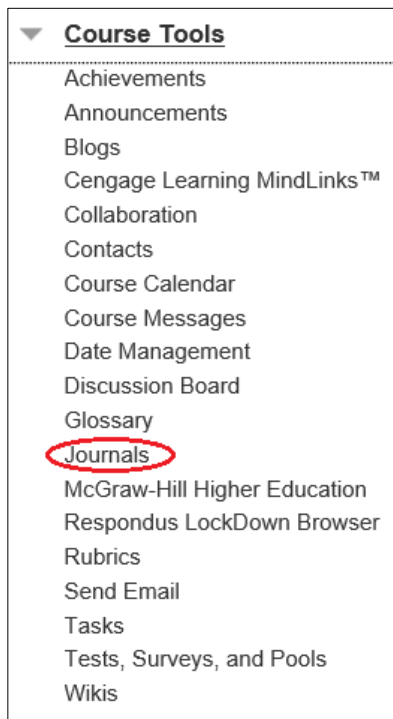
The Journal is an interactive tool in Blackboard. Its purpose is reflective; students share their ideas with you privately. These steps will help you set up a journal in your course.

### How to Create a Journal

1. Begin with the edit mode **ON**.



2. Under the Control Panel, open **Course Tools** and click on **Journals** as shown below.



3. Click on **Create Journal**. A properties screen will appear so that you can set up the journal.

## Journals

A Journal is self-reflective tool for Students. Only the Student and the Instructor are able to add Comments to Journal Entries. However, Journals can be made Public by the Instructor so all enrolled users can read all Entries made to the Journal topic. Group Journal Entries can be read by all Group members and the Instructor. [More Help](#)

**Create Journal**

Delete Availability

<input type="checkbox"/>	Name	Visibility	Last Modified Date	Entries
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Notice that you have a full tool bar to help you compose. Use the chevron on the far right to show more or fewer formatting tools.



4. Type in a name for the journal and instructions for students. You can type in your instructions or create them in Word and then paste them into the Instructions section. You must include instructions here for students to read when they use the Journal. The Journal in Figure 3 was named “Reflect on Informative Speech” and brief instructions were typed in to start and edited later.

### Journal Information

Name: Reflect on Informative Speech

Instructions

After reviewing the video of your informative speech, reflect on how you engaged the audience with content and delivery. Support your observations with both the video and what you have learned from class discussions and your textbook.

Path: p



5. Click “Yes” or “No” to make the Journal available to students. *Note: If you choose No, you will see (Journal is not available) under the name of the Journal in the list.* You may also set a time period for the journal to be available



### Journal Availability

Journal Availability  Yes  No

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### Journal Date and Time Restrictions

Limit Availability  Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

6. Under Journal Settings, the Index defaults to **Monthly**. If students will be journaling frequently, change the setting to **Weekly**. You can also allow students to edit and delete their own entries and delete comments. The Journal is private—between you and the student—unless you check “**Permit Course Users to View Journal**.”

### Journal Settings

Index Entries  **Monthly**  
*Indexing will organize entries by the chosen time-frame.*

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

7. Click either **No grading** or **Grade**. If you are giving a grade, you must enter the number of points. You can set the “needs grading” number and add a rubric. *Note: If you choose Grade, that Journal will automatically be added to the Grade Center.*


## Grade Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.



Grade Journal

No grading

Grade : Points possible :

Show participants in "needs grading" status  after every  Entries

Due Date



Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

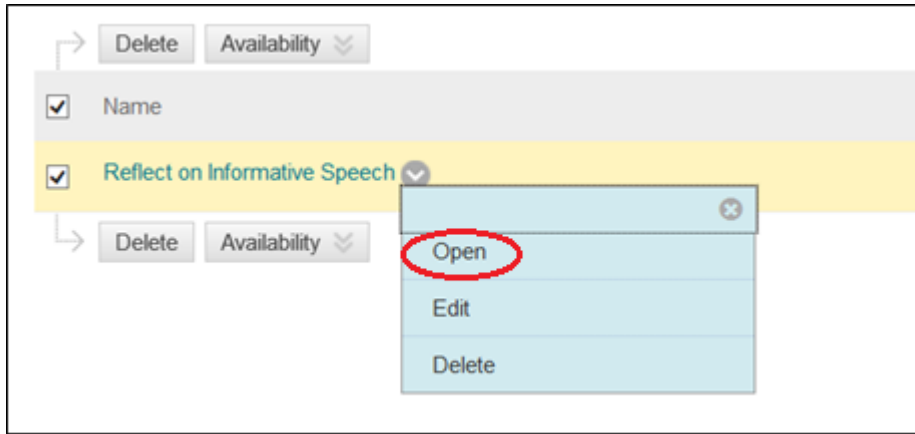
Name	Type	Date Last Edited
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8. Click on the **Submit** button to create the Journal. You should see a green success message telling you the Journal was created. The new journal should be in the list as shown below.

## Create Journal

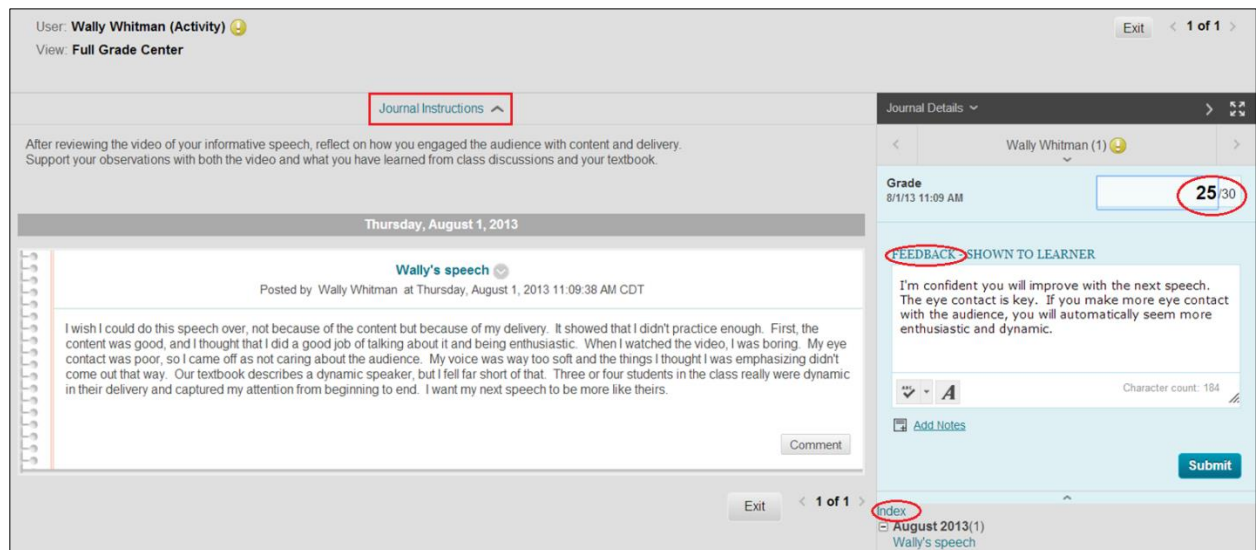
	<input type="button" value="Delete"/>	<input type="button" value="Availability"/>	
<input type="checkbox"/>	Name		Visibility
<input type="checkbox"/>	Reflect on Informative Speech		Private
	<input type="button" value="Delete"/>	<input type="button" value="Availability"/>	

9. Move your cursor to the right of a Journal title and a pull-down menu will appear. From this menu, you can open the journal, edit its properties, or delete the journal. Use the pull-down menu to click **Open**.



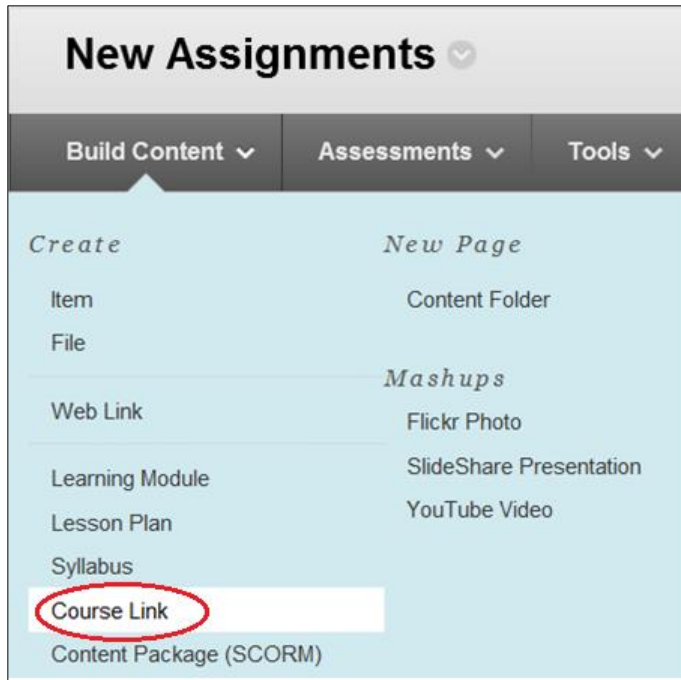
## Instructor Information

1. Your instructions for students are always displayed at the top of the page
2. To grade the journal, type in a score and text in the **Feedback** section.
3. Click **Submit**
4. Once students create their journal entries, their names will appear in a list below the journal you are reviewing (As shown below you can click on the down arrow under Wally Whitman to see other journal entries). You can review them or grade them. You can also see the students who have not created a journal entry by clicking on **Show Empty Journals**.

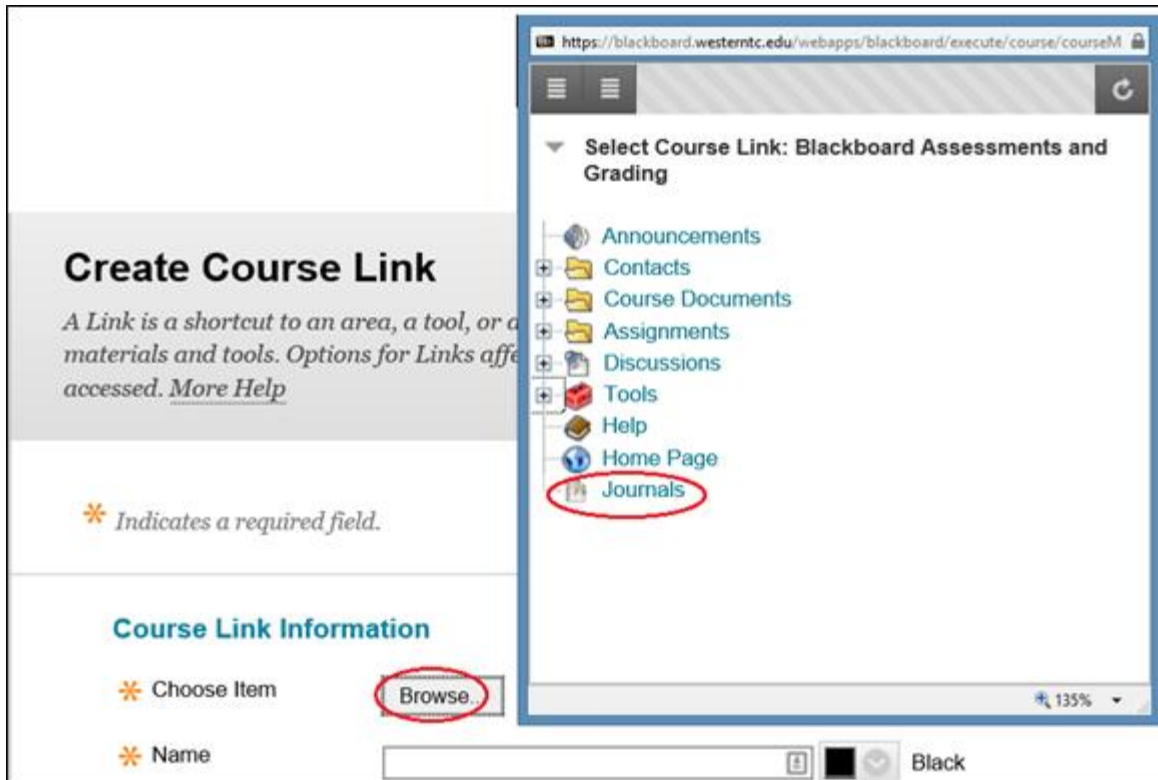


## Creating a Link for Students

1. In Assignments or another content folder, create a direct link for students to Journals.
2. From the action bar, click **Build Content** and then **Course Link**



3. Click on the **Browse** button.
4. Wait for the pop-up menu.
5. Select **Journals**
6. Click **Submit**.



7. Recognize a Course Link to Journals by this icon:



**Additional Resources:** Blackboard Help <https://help.blackboard.com>