

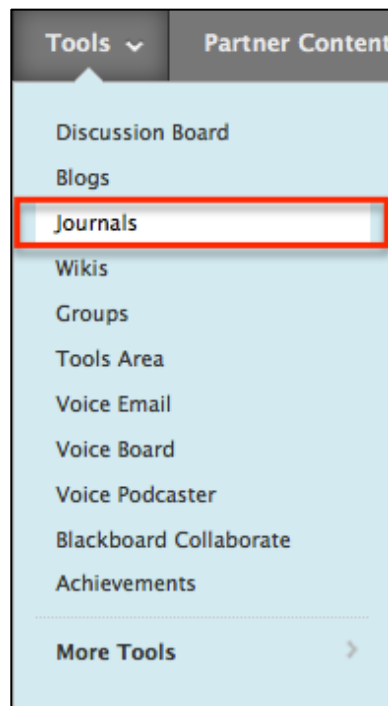
Creating and Using Blackboard Journals

What is a journal?

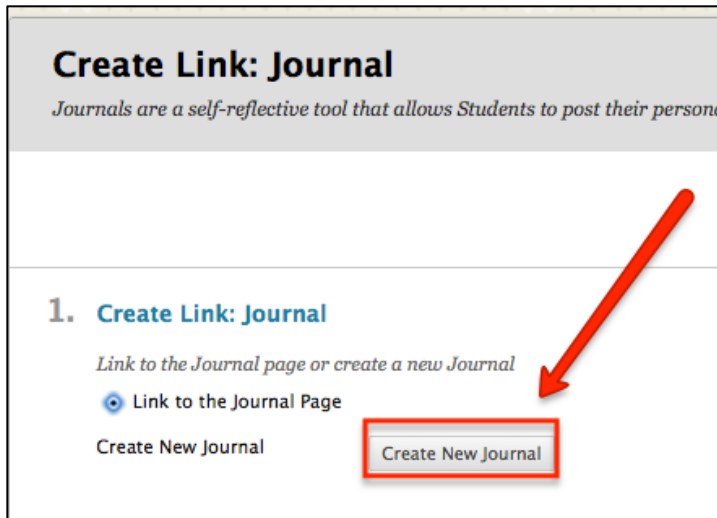
Journals are generally used for expressing the views and experiences of one author, such as an individual reflection on a group project or presentation. This private self-reflection can be associated with columns in the **Grade Center**. Journals can also be made public by the instructor so all enrolled users can read all entries made to the journal topic. You can even create separate journals for different groups of students collaborating on a project or researching a topic. All group members and the course instructor can read group journal entries.

Creating a Journal

1. You can add a journal to any course or organization **Content Area** such as **Course Information**. From the course navigation menu, select the content area where you wish to create the journal.
2. Under the **Tools** menu click on **Journals**.



3. Click the **Create New Journal** button.



4. On the **Create Journal** page, enter the name and instructions.

Create Journal
Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course-related materials. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Journal Information

* Name

Instructions

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Insert Link, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Table of Contents, Insert Page Number, Insert Page Header, Insert Page Footer, Insert Code, Insert HTML, Insert CSS.

5. Journal Options:

- a. You can adjust the **Journal Availability** settings.
- b. You can adjust the **Journal Date and Time Restrictions** to meet your needs.
- c. You can specify the **Journal Settings** by selecting monthly or weekly indexing of journal entries.
- d. You can edit the options for students editing and deleting entries. Editing options for users only impacts the entries they create.
- e. If the journal is going to be graded, select **Grade** and specify **Points Possible**.
- f. Click the **Submit** button.

2. Journal Availability

Journal Availability Yes No

3. 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.

4. 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

5. 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 :

6. Submit

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Note: If you select **Permit Course Users to View Journal**, students can see each other's journals.

6. You will see a list of all of the journals in the course. Select the **Link to a Journal** radio button and select your journal name in the box. Click the **Next** button.

Create Link: Journal

Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course-related materials. [More Help](#)

Cancel Next

1. Create Link: Journal

Link to the Journal page, link to a specific Journal , or create a new Journal.

Link to the Journal Page

Link to a Journal

Link to a Journal

----Select Journal below----

New Journal

Create New Journal Create New Journal

2. Submit

Click Next to continue. Click Cancel to quit.

Cancel Next

7. If desired, enter text that will appear in the content area of your course. Click the **Submit** button.

1. Link Information

★ Link Name

Color of Name Black

Link Journal: New Journal

Text

Paragraph - Arial - 3 (12pt)

Path: p Words: 0

2. Options

Available Yes No

Track Number of Views Yes No

Date Restrictions

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.

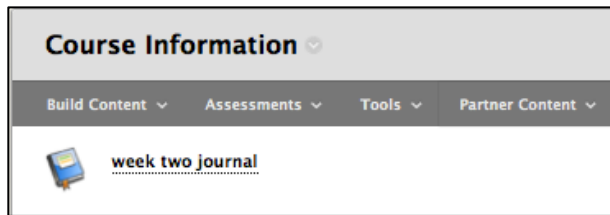
3. Submit

Click Submit to proceed. Click Cancel to quit.

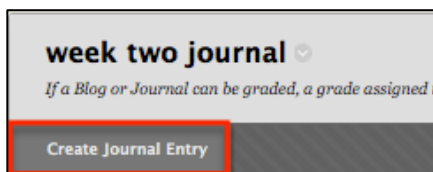
Cancel Submit

Creating a Journal Entry

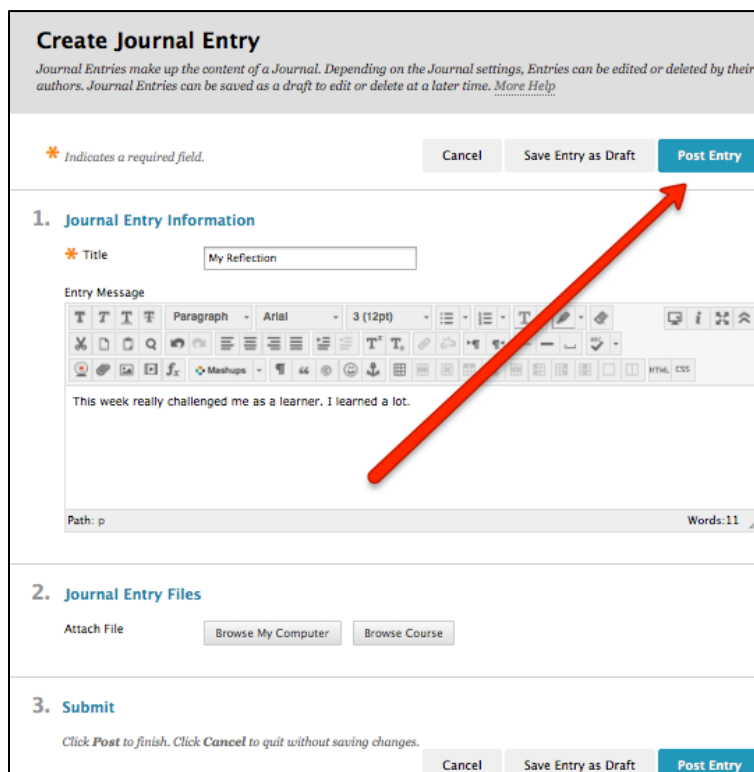
1. Click on the journal link in your content area, for example **Course Information**.



2. Click on the **Create Journal Entry** button.

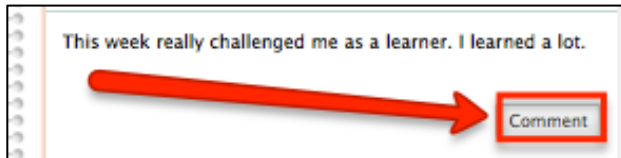


3. Enter a subject in the **Title** field and type your journal entry in the **Entry Message** text box.
4. Click **Post Entry** to save and publish the journal entry for course members to view. Clicking **Save Entry as Draft** will save the work for a later editing, but will not be submitted as completed work.

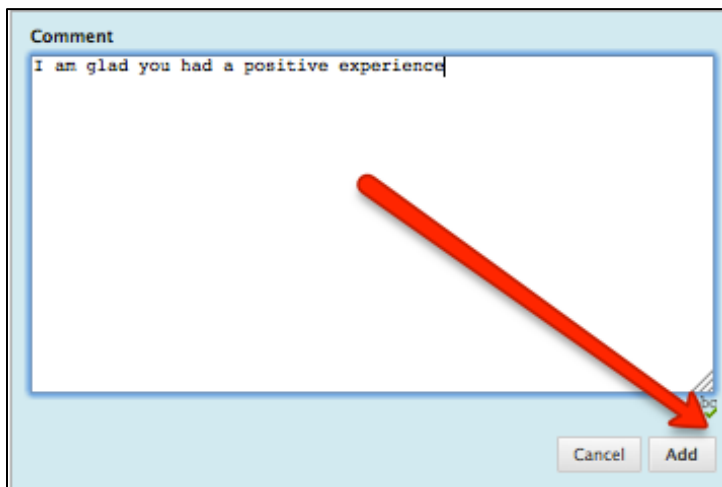
A screenshot of the 'Create Journal Entry' form. The title is 'Create Journal Entry' with a sub-header: 'Journal Entries make up the content of a Journal. Depending on the Journal settings, Entries can be edited or deleted by their authors. Journal Entries can be saved as a draft to edit or delete at a later time. More Help'. There are three buttons at the top: 'Cancel', 'Save Entry as Draft', and 'Post Entry'. A red arrow points from the 'Post Entry' button down to the 'Entry Message' text area. The form is divided into three sections: 1. Journal Entry Information, which includes a required 'Title' field with the text 'My Reflection' and a rich text editor for the 'Entry Message' containing the text 'This week really challenged me as a learner. I learned a lot.'; 2. Journal Entry Files, which includes an 'Attach File' section with 'Browse My Computer' and 'Browse Course' buttons; and 3. Submit, which includes a note 'Click Post to finish. Click Cancel to quit without saving changes.' and the same three buttons as at the top.

Commenting on a journal entry

1. Click on the name of the journal in the content area. Click the **Comment** button under the journal entry you would like to comment on.



2. Type your comment in the text box. Click the **Add** button.



If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.