

Blackboard "How To's"

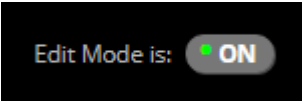


Journals

Journals are a personal space for students to communicate privately with the instructor. Students can use journals as a self-reflective tool to post discussions, ideas, and analyze course materials.

To create a journal:

Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.

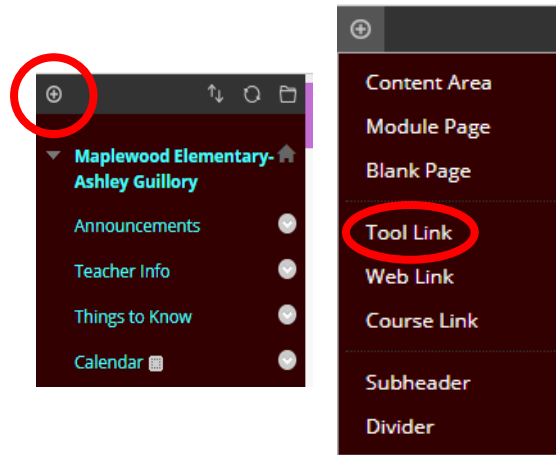


Edit Mode is: **ON**

A Journal button can be added to the menu buttons or to a content menu button.

To add a Journal button to **menu buttons**:

- Click the plus button in the top left corner of the menu buttons.
- Click **Tool Link**.
- Type **Journal** in the Name box.
- Select **Journals** for **Type**.
- Select **Available to Users**.
- Click **Submit**.



To add a Journal button into a content menu button that is already there:

- Choose a **Content Area**.
- Click on **Tools**.
- Click on **Journals**.
- Click **Create New Journal**.

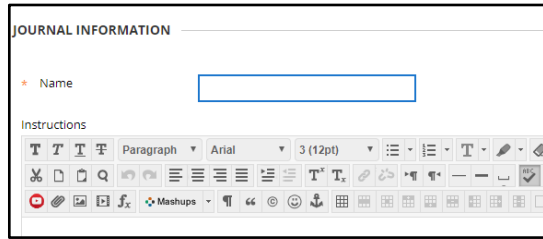


Create New Journal



Create New Journal

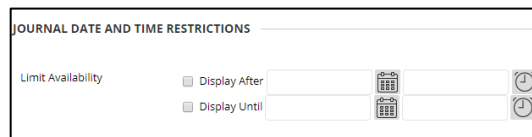
Enter a **name** and **description** for the journal.



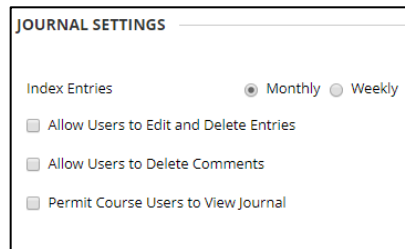
Under **Journal Availability**, select the **Yes** option to make it available to users.



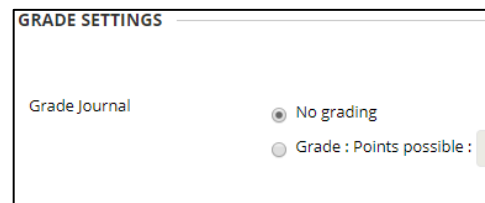
Under **Journal Date and Time Restrictions**, you may limit the availability of the Journal. Select the **Display After** and **Display Until** check boxes to enable the date and time selections.



Under **Journal Settings**, select Monthly or Weekly Index Entries. You may select the check box to **Allow Users to Edit and Delete Entries**, **Allow Users to Delete Comments**, and **Permit Class Users to View Journals**.



Under **Grade Settings**, select **No grading** or the **Grade** option and type the number of **Points possible**. Points possible will apply to one or more entries made by the user to the journal topic. *Note: Once a Journal is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be set to No grading.*



Click **Submit**.

