

Journals

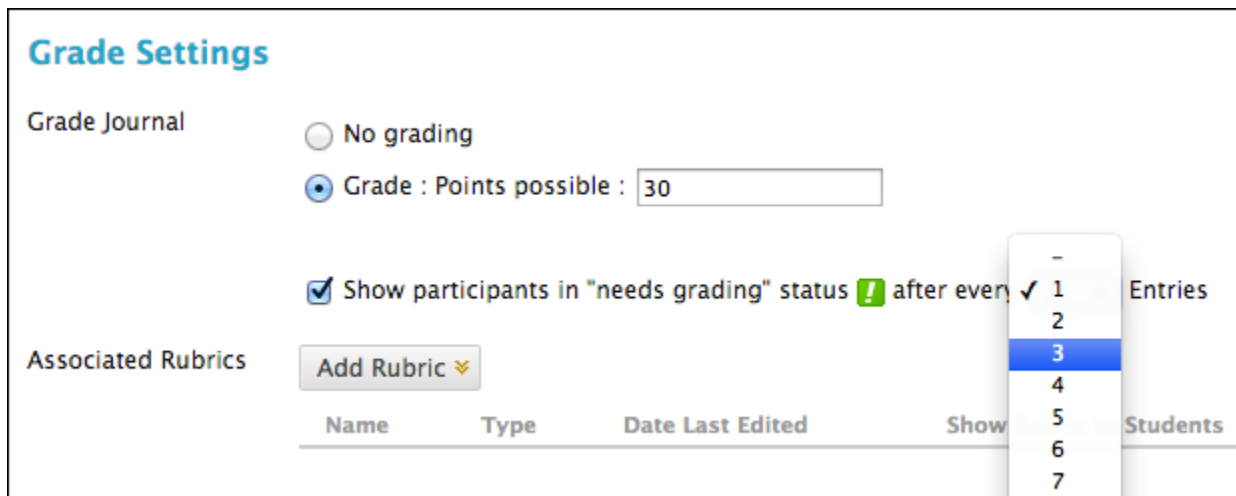
The journals tool offers students the opportunity to reflect on course content and communicate privately with you. You can use the tool to gauge understanding and guide students in their knowledge acquisition. Your comments can help students refine their writing and ideas. You can create one or more journals for use by students in your course. You must create journal topics before students can add their entries.

How to Create a Journal

1. Change **Edit Mode** to **ON**.
2. On the **Control Panel**, expand the **Course Tools** section and select **Journals**.
3. On the **Journals** listing page, click **Create Journal** on the action bar.



4. On the **Create Journal** page, type a **Name** for the journal.
5. Optionally, type instructions in the box provided.
6. For **Journal Availability**, select the **Yes** option to make it available to users.
7. For **Journal Date and Time Restrictions**, select the dates and times that the journal will be available.
8. In the **Journal Settings** section, select **Monthly** or **Weekly Index Entries**.
 - Optionally, select the check box to **Allow Users to Edit and Delete Entries**.
 - Optionally, select the check box to **Allow Users to Delete Comments**.
 - Optionally, select the check box to **Permit Course Users to View Journal**. If selected, the journal becomes public. All users can view all journal entries made to the journal topic.
9. In the **Grade Settings** section, 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. After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change the setting to **No grading**.
10. Optionally, select the check box for **Show participants in needs grading status** and select the number of entries required. Applying this setting will show the needs grading icon in the Grade Center and place the entries in the queue on the **Needs Grading** page after the specified number of entries are made.




Grade Settings

Grade Journal

☐ No grading

☒ Grade : Points possible :

☒ Show participants in "needs grading" status  after every Entries

Associated Rubrics

Name	Type	Date Last Edited	Show	Students

1. Optionally, associate a rubric by pointing to **Add Rubric** to access the drop-down list.
2. Click **Submit**.

How to Create Journal Entries

You and your students can create journal entries. Only you can comment on students' private entries. You and group members can comment on group entries.

On the **Journals** listing page, information is provided about each journal. Students can see if their entries are private—between the student and you—or public.

1. On the **Journals** listing page, select a journal title.
2. On the journal's topic page, click **Create Journal Entry** on the action bar.
3. On the **Create Journal Entry** page, type a **Title** for the journal entry.
4. Type text in the **Entry Message** box. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the content editor, if needed. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.
5. In the **Journal Entry Files** section, browse for a file to attach to the journal entry.
6. Click **Post Entry** to submit the journal entry or click **Save Entry as Draft** to add the entry later.

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk> or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>