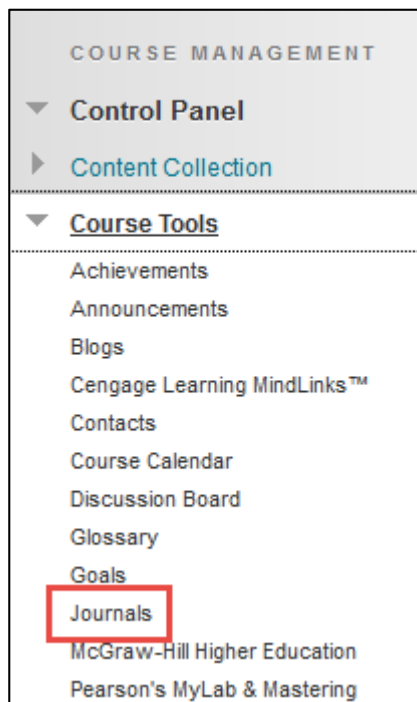


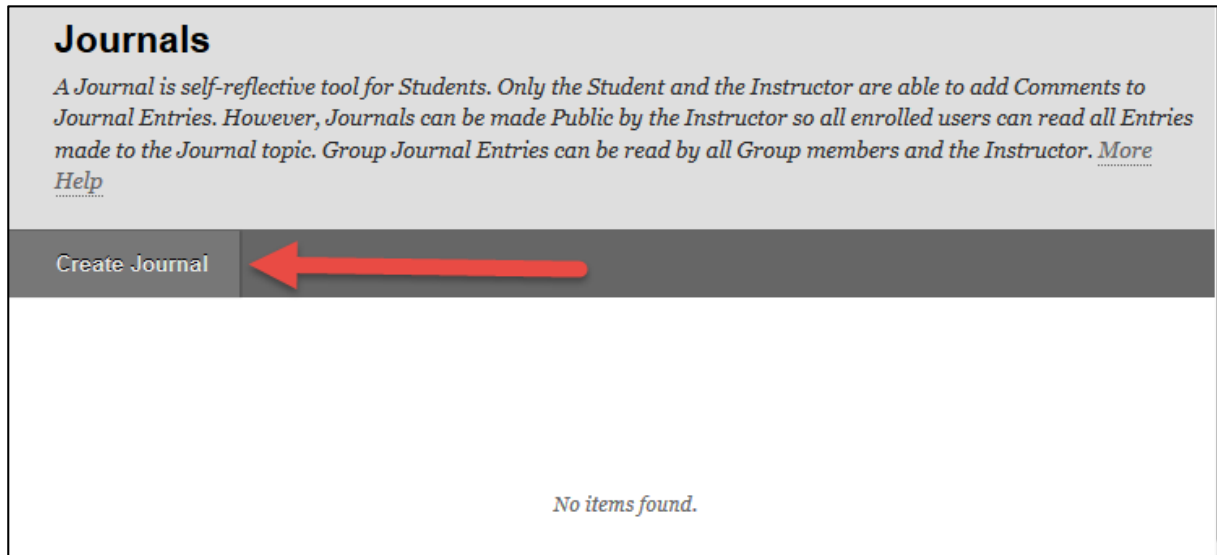
## Creating a Journal

The Journal tool is designed primarily for reflective writing, though posts can incorporate multimedia. With this type of assignment, students are expected to display their research, analytical, and communication skills through a series of commentaries meant for public consumption and comment. If you are interested in creating a private space for reflection, you may wish to explore the Journal tool.

1. Log into the Blackboard system and click to enter the course where you wish to create a Journal.
2. Once you are in the course, click on the **Course Tools** button in the Control Panel and select **Journals** from the list of options.



3. A list of the journals will be presented. If this is the first journal, the page will display a “No items found” message (see image below). Click the **Create Journal** button to create a new journal area.



4. Enter a name and instructions/description for the journal.

The screenshot shows the "Create Journal" form. At the top, it has the title "Create Journal" and a description: "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](#)". Below this is a legend: "\* Indicates a required field." and two buttons: "Cancel" and "Submit". The main section is titled "1. Journal Information" and contains a required field for "Name" (indicated by an asterisk) with an empty text box. Below the name field is the "Instructions" section, which includes a rich text editor toolbar with various formatting options like bold, italic, underline, font color, background color, text color, text size, text alignment, list creation, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and insert HTML/CSS. Below the toolbar is a large text area for entering the journal instructions.


6. Customize the availability by setting date and time restrictions, if desired. Selecting a **Display After** or **Display Until** setting will prevent users from seeing the journal before or after a certain date.



## 2. Journal Availability

Journal Availability  Yes  No

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## 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.*

7. Customize the journal settings by determining if students can edit/delete posts and comments. Also select your index setting – Month or Week. The index is a collection of posts in a given timeframe. You will most likely want your entries to be indexed weekly.

## 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

8. Determine if you will grade the journal. If you choose to make this a graded activity, you will need to enter a point total and have the option of associating a rubric for evaluation.

## 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 :

9. Press the **Submit** button when done. Students now have access to the journal by entering the **Course Tools** area in the Course Menu and clicking on **Journals**.

**6. Submit**

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

Cancel Submit

Note: You now may also add a direct link to the journal in a content area or a folder. Click to enter the content area / folder and hover over Tools > Journals. Check off the “Select a Journal” option and select the journal from the “Select a Journal” box. Click Next and to complete the process.