

University of St. Thomas – Blackboard 9 Training

Journals

The Journal is a self-reflective tool for students. Only the student and the Instructor are able to Comment on Journal Entries. Journals can be made public by the Instructor to allow other enrolled users read the entries.

A Journal consists of:

- **Journal Entries:** Text, images, links and attachments posted by individual students.
- **Comments:** Remarks or responses to a Journal Entry made by the Instructor.

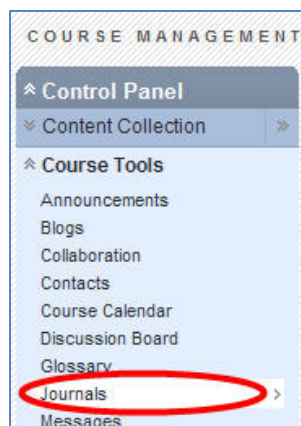
Instructors can assign a journal to each user in a group that is accessible by only them and the user in order to communicate privately with the Instructor about the group experience. Users can post messages to the Instructor and the Instructor, in turn, can comment.

How to Create a Journal

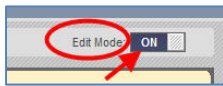
1. Log into Blackboard and select your course.



2. Click Journals from the Course Tools area.



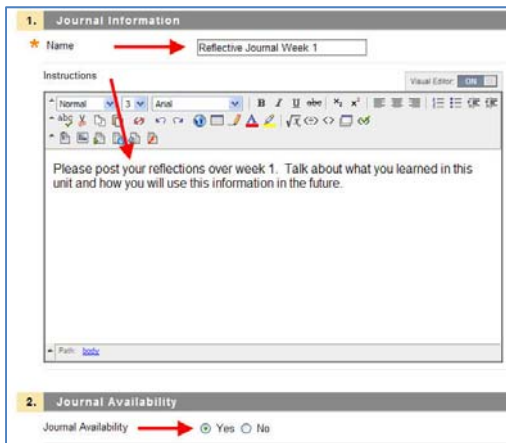
3. Click Edit Mode ON.



4. Click Create Journal.



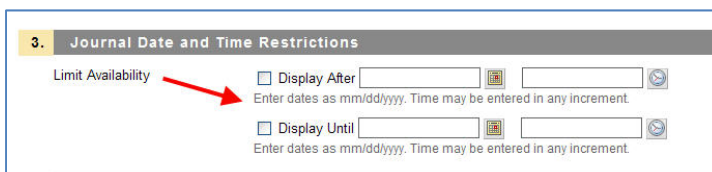
5. Enter a Name and Instructions for the Journal.



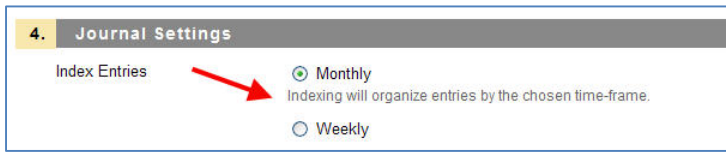
6. Click "Yes" to make the Journal available.



7. Use the "Display After" and "Display Until" date and time fields to Limit Availability of the Journal. Click both the "Display After" and "Display Until" checkboxes in order to enable the date and time selections.



8. Choose between Monthly or Weekly index entries.



4. Journal Settings

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

Weekly

9. Click the checkbox to Allow Users to Edit and Delete Entries, Allow Users to Remove Comments, and Permit Course Users to View Journal.



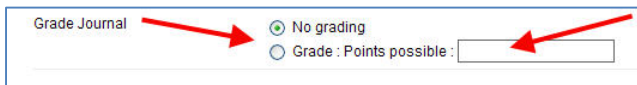
Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

Click the checkbox next the permissions you want users to have for their journals.

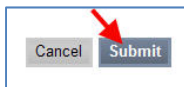
10. Choose "No Grading" or "Grade". If you choose to grade the journal, you will need to provide the points possible.



Grade Journal No grading

Grade : Points possible :

11. Click Submit.



Cancel Submit