Creating a Journal

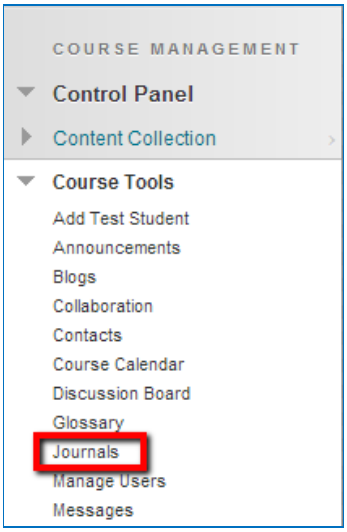
The Journal is a self-reflective tool for students. Typically, only the Student author of the Journal and the Instructor are able to comment on Journal entries. However, an Instructor can set up a Journal as public to allow other enrolled users read the entries.

A Journal consists of:

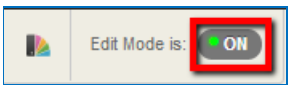
- **Journal Entries:** text, images, links, and attachments posted by individual students.
- **Comments:** remarks or responses made by the Instructor to a Journal entry.

Instructors can assign a Journal to each user in a group in order for users to communicate privately with the Instructor about the group experience. Users can post messages to the Instructor, and the Instructor, in turn, can comment.

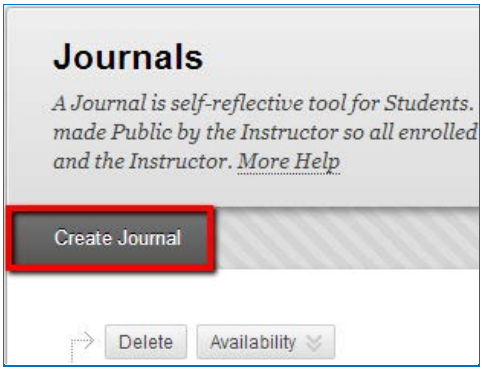
1. Log into Blackboard, and select your course.
2. Click **Journals** from the Course Tools area of the Control Panel.



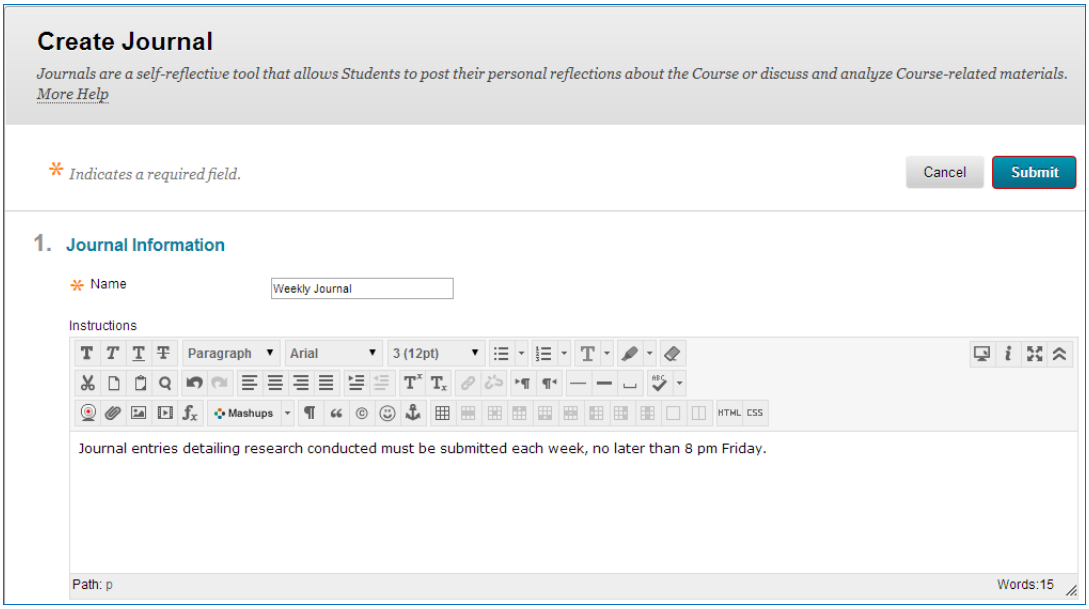
3. Make sure that Edit Mode is ON.



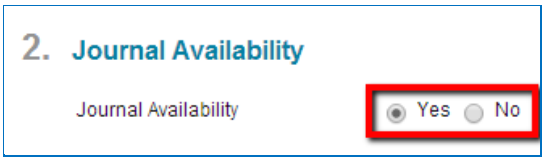
4. Click **Create Journal**.



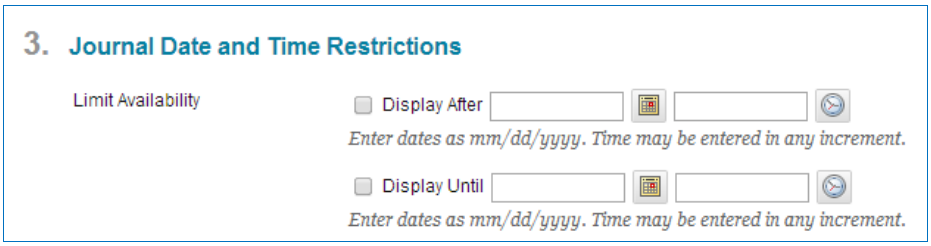
5. Enter a Name and Instructions for the Journal.



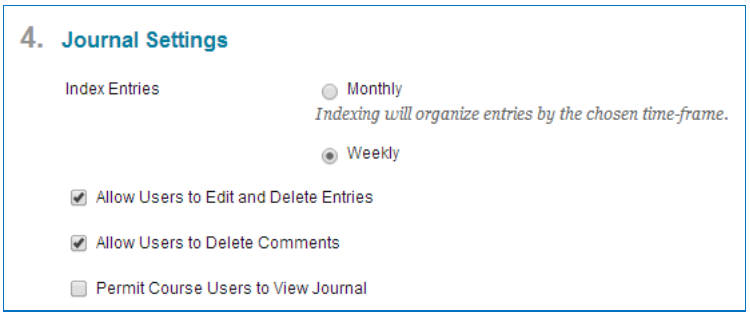
6. Click **Yes** to make the Journal available.



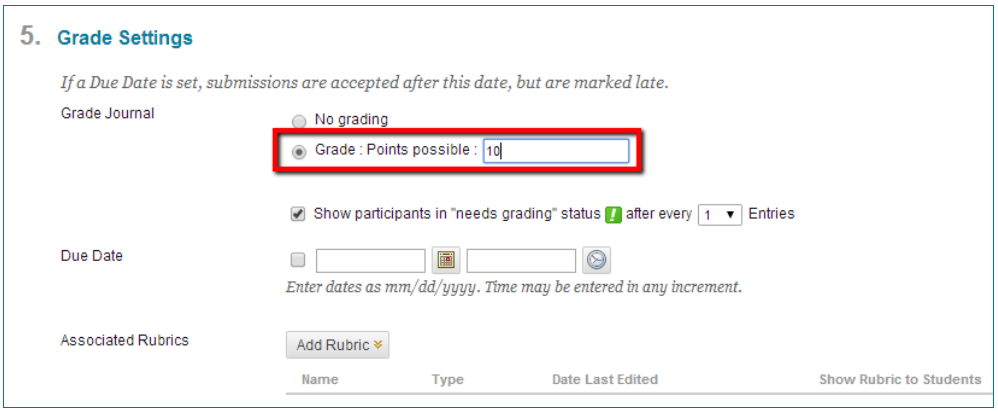
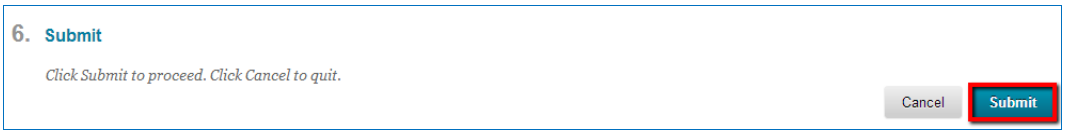
7. Use the **Display After** and **Display Until** date and time fields to Limit Availability of the Journal. Click both the **Display After** and **Display Until** checkboxes in order to enable the date and time selections.



8. Choose between Monthly and Weekly index entries. The index appears on the right pane of the Journal window and provides links for easy navigation to a specified week or month of entries. Click the checkboxes as desired to Allow Users to Edit and Delete Entries, Allow Users to Remove Comments, and Permit Course Users to View Journal.



9. Choose **No Grading** or **Grade**. If you choose to grade the journal, you will need to provide the Points Possible. Optionally, set the number of entries required to appear in Needs Grading, a Due Date, and a Rubric.



10. Click **Submit**.