

Journals

Journals are a personal space for students to communicate privately with you. Students can also use journals as a self-reflective tool to post their opinions, ideas, and concerns about the course, or discuss and analyze course related materials. A journal is similar to a blog, except that it is shared between student and instructor.

You can create journal assignments that are broad and student-directed, or instructor-directed journal entries that are more formal in nature and that narrow the focus by listing topics for discussion. In addition, Journals are ideal for individual projects or student/instructor interaction. You can grade journal entries or use them solely for communication.

Features and Benefits

Feature	Benefit
WYSIWYG Editor	This feature allows users to type and edit text, as it will appear when published in the journal.
Comments	Instructors and students can comment and provide feedback to student content.
Create Gradebook items for journal contributions	When a journal is created, a Grade Center item can be created at the same time. The history report documents contributions. It is important that instructors create a rubric to assess students work, and that they share that rubric with students.
Set time limits for editing and viewing content	Instructors can limit the amount of time that students have to complete or edit a journal assignment.
Hyperlinks	Allows incorporation of specific references to illustrate and support ideas within the text of the document.

Educational Applications

Journals can be applied to many different types of assignments:

- Assemble a set of information over time. The chronology of the journal enables users to develop thoughts and increase understanding of a topic over time
- Replace pen and paper activities.
- Requires multiple drafts and/or collaboration with instructors. Instructors can view journals and comment on the student's work.
- Encourage creativity by allowing users to add images hyperlinks, audio and video to tell a more compelling story through the document. the completed document

Best Practices

Convey expectations for the quality of the completed journal. Explain to students what you expect in the manner of:

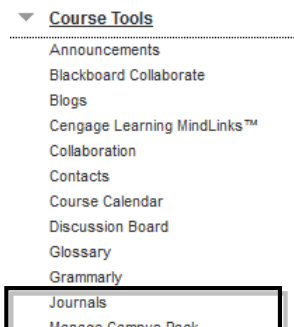
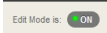
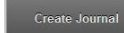
- Minimum participation in the collaborative effort
- Quantity of information
- Quality of grammar, spelling, and prose
- Timeliness in responding to comments regarding making corrections to broken links, spelling errors or other mistakes discovered by instructors and group members
- Expectations for scholarly research and citation of research, especially if images, audio and video clips are used
- Standards of quality for attached text, presentations and spreadsheets.

Limit time: Set time limits for students to begin, edit and complete the journal.

Use Comments: Critique content and challenge students to not only make corrections but expand upon the content and build a more informative product

Use a Rubric: Create a rubric that sets a grading standard for all groups or individuals

Create a Journal Topic

<div style="border: 1px solid black; padding: 5px; width: 30px; text-align: center; margin-bottom: 10px;">2</div>  <p>The screenshot shows the 'Course Tools' dropdown menu. The 'Journals' option is highlighted with a black box.</p>	<ol style="list-style-type: none">1. Turn the Edit Mode ON. 2. On the Control Panel, expand the Course Tools section and select Journals.3. On the Journals listing page, click4. Create Journal  on the action bar.
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Create Journal
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](#)


* Indicates a required field.

1. **Journal Information**

5

* Name


6



7

Path: p Words 0

5. On the **Create Journal** page, type a **name**.
6. Type **Instructions**.
7. Optionally, format the text and add multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.

<div style="border: 1px solid black; padding: 5px; width: 30px; text-align: center; margin-bottom: 10px;">8</div> <div style="border: 1px solid black; padding: 5px;"><p>2. Journal Availability</p><p>Journal Availability <input checked="" type="radio"/> Yes <input type="radio"/> No</p></div>	
<div style="border: 1px solid black; padding: 5px; width: 30px; text-align: center; margin-bottom: 10px;">9</div> <div style="border: 1px solid black; padding: 5px;"><p>3. Journal Date and Time Restrictions</p><p>Limit Availability</p><div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;"><input type="checkbox"/> Display After</div><div><input type="text" value=""/></div></div><p><small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p><div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;"><input type="checkbox"/> Display Until</div><div><input type="text" value=""/></div></div><p><small>Enter dates as mm/dd/yyyy. Time may be entered in any increment.</small></p></div>	

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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

Grade Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Journal


11
☒ No grading
☐ Grade: Points possible: **12**

6. Submit

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

13

Submit

10. Click **Yes** to make the journal available.
11. For journal Date and Time Restrictions, you can set a journal to display and stop displaying on a specific date. Click the **Display After/Until** checkboxes ☐ , and then choose dates by clicking the **calendar**  icons. **Display restrictions do not affect the journal availability, only when it appears.**
12. In the **Journal Settings** section, select **Monthly** or **Weekly** Index Entries.
 - a. Optionally, select the check box to **Allow Users to Edit and Delete Entries**.
 - b. Optionally, select the check box to **Allow Users to Delete Comments**.
 - c. Optionally, select the box **Permit Course Users to View Journal**
13. In the **Grade Settings** section, select **No grading** or the **Grade** option.
14. 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.**
15. Click **Submit**.

Submit

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.

Journals

A Journal is self-reflective tool for Students. Only the Student and the Instructor are able to add Comments to Journal Entries. However, Journals can be made Public by the Instructor so all enrolled users can read all Entries made to the Journal topic. Group Journal Entries can be read by all Group members and the Instructor. [More Help](#)

Create Journal

Delete
Availability

☐

Name

☐

My Journal

Delete
Availability

Visibility	Last Modified Date	Entries
Private	5/9/13 4:05 PM	0

Displaying 1 to 1 of 1 items
Show All
Edit Paging

1. On the **Journals** listing page, select a **journal title**.

2 **Create Journal Entry**

Instructions

In essence, a journal is a private blog, shared by both student and instructor.

2. The journal's topic page opens, click **Create Journal Entry** on the action bar.

3 **Title** Day 1

Entry Message

Journals are a personal space for students to communicate privately with you. Students can also use journals as a self-reflective tool to post their opinions, ideas, and concerns about the course, or discuss and analyze course related materials. You can create journal assignments that are broad and student-directed as your students reflect on the learning process and document changes in their perceptions and attitudes. Students can describe problems faced and how they solved them. Also, you can create instructor-directed journal entries that are more formal in nature and that narrow the focus by listing topics for discussion.

4

2. **Journal Entry Files**

Attach File **5**

3. **Submit**

Click Post to finish. Click Cancel to quit without saving changes.

7

- On the **Create Journal Entry** page, type a **Title for the journal entry**.
- Type **text in the Entry Message box**. Optionally, format the text and add images, links, multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.
- In the **Journal Entry Files** section, browse for a file to attach to the journal entry.
- Click **Post Entry** to submit the journal entry or click Save Entry as Draft to add the entry later.

Comment on a Journal Entry

Journaling can be essential for interaction between you and your students, especially in a web-based course. Student entries and your comments can help build rapport and can create a healthy intellectual exchange. A student can make a comment after you comment on an entry to continue the conversation.

Journals

A Journal is self-reflective tool for Students. Only the Student and the Instructor are able to add Comments to Journal Entries. However, Journals can be made Public by the Instructor so all enrolled users can read all Entries made to the Journal topic. Group Journal Entries can be read by all Group members and the Instructor. [More Help](#)

Create Journal

1	Name	Availability	Last Modified Date	Entries
	My Journal	Private	5/9/13 4:05 PM	0
	Delete	Availability		

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

1. On the **Journals** listing page, select a **journal title**.

Thursday, May 9, 2013

Day 1

Posted by Terence Peak at Thursday, May 9, 2013 4:10:44 PM CDT
Last Edited: Thursday, May 9, 2013 4:13:02 PM CDT

Journals are a personal space for students to communicate privately with you. Students can also use journals as a self-reflective tool to post their opinions, ideas, and concerns about the course, or discuss and analyze course related materials. You can create journal assignments that are broad and student-directed as your students reflect on the learning process and document changes in their perceptions and attitudes. Students can describe problems faced and how they solved them. Also, you can create instructor-directed journal entries that are more formal in nature and that narrow the focus by listing topics for discussion.

[Comment](#)

2. Scroll down to the bottom of the page and click **Comment**. The Comment box appears.

Comment

This is well done. Lets keep it going!

3

2

4

5

[Add](#)

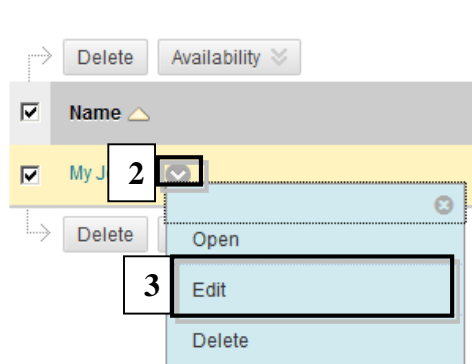
3. The **Comment box** appears. Type a comment in the Comment box. Comments have a 2,000-character limit. A pop-up message advises that a comment over 2,000 characters must be edited and resubmitted.
4. Click spell check [abc](#) at the bottom of the Comment box to check the spelling of the content before continuing.
5. Click **Add**. [Add](#)

Edit and Manage Journals

You can edit basic properties of a journal topic, including the name, instructions, availability, and other custom settings. After a journal topic is designated for individuals or the course, you cannot change it to the other. You can edit any user's journal entries and can delete journal topics. You can also delete comments, but cannot edit them.

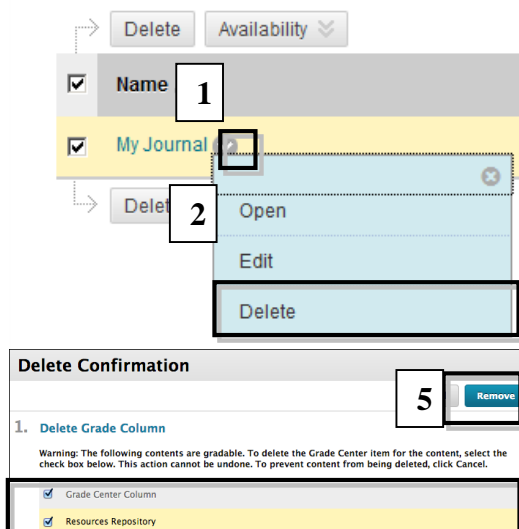
Edit a Journal

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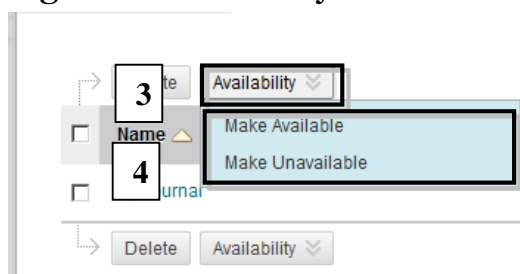
1. Turn the **Edit Mode ON**.
2. On the **Journals listing page**, click the **Action Button** to access a journal's contextual menu.
3. Select **Edit**.
4. On the **Edit Journal** page, make changes.
5. Click **Submit**.

Delete a Journal



1. On the **Journals listing page**, click the **Action Button** to access a journal's contextual menu.
2. Select **Delete**.
3. Click **OK** in the warning pop-up. The Delete Confirmation page appears.
4. Select a **Delete Confirmation Option**.
5. Click **Remove**.

Change the Availability of a Journal



1. Turn the **Edit Mode ON**.
2. On the **Journals listing page**, select the check box next to the appropriate journal.
3. Point to **Availability** on the action bar to access the drop-down list.
4. Select **Make Available or Make Unavailable**

Blackboard Journal Videos:

- [Create a Journal](#)
- [Create Journal Entries](#)

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References

BbTanyaK. (2013, March 17). *Journals*. Retrieved from The Official Blackboard Help Site: https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/050_Course_Tools/Journals