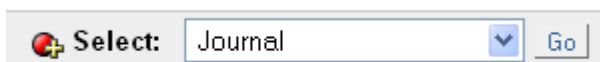


Using Journals In Blackboard

Journals allow students and instructors to share ideas and thoughts through journal entries in a similar way to the Discussion Board. However, Journals can be customized in ways that the Discussion Board cannot. Journal entries can be recorded in the grade book, the instructor has better control over who can and cannot view entries, and journals can be downloaded by the instructor for reviewing while offline or for archiving.

Setting Up Journals – Instructors

To create a journal on Blackboard, go to the Control Panel, and click on a Content Area where you will set up the journal. In the “Select” drop down box, click on Journal and hit Go. Enter a name and description for the journal.



Select the groups or individuals that will be able to use the journal, using the arrow to add to the list and the X to remove from the list. Only the groups and individuals listed will be able to add and edit entries to the journal, as well as the instructor.

Set the remaining options to your preference. The content must be visible for users to see the journal. Once it is set visible, all users will see that the journal exists, but only those individuals and groups selected above will be able to add entries. If you want to allow users to view and comment on other user’s journal entries, click on the radio buttons next to the appropriate questions. You can limit the times that users may edit their entries. It is also possible to set a period of time when users not selected to use the journal may view the entries. If you create a grade book entry for the journal, you will need to enter a grade book heading for the journal entry, assign it a category, and set a point value.

Click Save to finish the process. You will see a confirmation screen if successful.

There is also a Course Journal, accessible by all users, with similar customization options in the Tools area of a course. To configure this journal, go to the Control Panel and under Course Tools click on Configure Journal.

Note: These options apply only to the Course Journal. Other journals must be configured individually.

Using Journals – Students and Instructors



1 September - [edit](#) | [history](#) | [delete](#)

Created on Friday, 09/01/2006 9:28 AM by Wesley Brue

To create a new entry in a journal, enter the journal and click “New Entry.” Enter a title and add text to the entry, formatting it as you wish. **Note:** Some formatting options are only available through Internet Explorer. Users of other browsers have more limited formatting options. It’s also possible to add links and images to the entry by clicking the appropriate buttons in the toolbar above the text window. When the entry is complete, click “Save.”

Users and instructors can comment on journal entries, if the option is enabled. To add a comment, click “Comments” and type the text of your comment into the text box. When you’ve finished, click “Add Comment.”

To edit an existing journal entry, click the “edit” link next to the title of the entry. Clicking “history” will show the changes made to that entry from the original. Click delete to remove the entry from the journal.

The search button will search through the journal entries for keywords or authors and return the closest matching results.

Instructors also have the ability to download a journal as a webpage within a ZIP file, so they may either archive the contents of the journal or review the contents of the journal while offline. Click the export button, and save the file to your computer. Extract the contents of the file to a folder and open “index.html” to view the journal’s contents.