

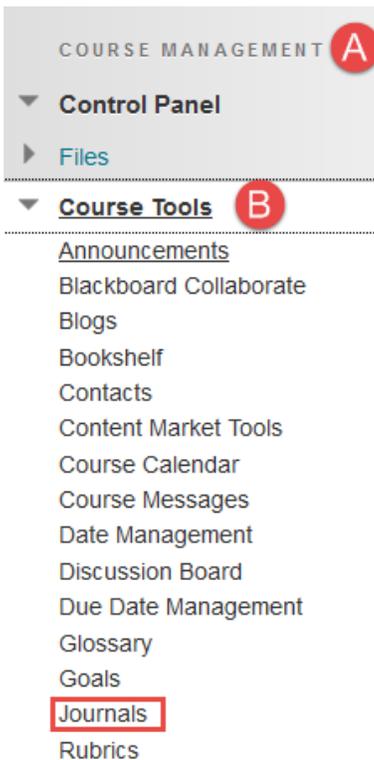


Definition: A **journal** is a self-reflective assignment for students. Only the student and the instructor are able to read entries and add comments, but the instructor has the option to make the journal public so other course participants can read entries.

Job Aid Objective: This job aid will provide **faculty** with the step-by-step instructions on how to: 1) create a journal assignment in Blackboard, 2) add a Grade Center column for the assignment (p. 3), and 3) link it to a content item within the course (p. 4). For **faculty** instructions on how to manage and grade journal entries, please refer to the “Managing and Grading a Journal Assignment” job aid.

How to Create A Journal Assignment

Step 1: Within your course, go the **Course Management** section found in the left-hand navigation panel. Click on **Course Tools** to expand the menu, and then click on **Journals**.



Step 2: Click on **Create Journal**.



Step 3: In the **Create Journal** page, you will be prompted to enter A) a name for the journal and B) instructions for the journal assignment.

JOURNAL INFORMATION

* Name **A**

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Provide instructions for journal assignment here. **B**

Path: p Words: 7

Step 4: The following image provides a view of the journal settings page. To learn more about the features associated with a letter, review the content below. After you are done selecting all the journal settings, click on the blue **Submit** button on the lower right-hand corner.

JOURNAL AVAILABILITY

Journal Availability Yes No **C**

JOURNAL DATE AND TIME RESTRICTIONS

Limit Availability **D** Display After
 Display Until 08/31/2016 11:59 PM

JOURNAL SETTINGS

Index Entries Monthly Weekly **E**

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

C. **Journal Availability:** click “Yes” to make the journal link available to students.

D. **Journal Date and Time Restrictions:** Enter date and time restrictions if you wish to limit how long the journal link will be available to students. *Note: do not forget to click “Yes” to Journal Availability above.*

E. **Journal Settings:** For indexing options, choose between monthly or weekly entries. Choose if you want users to edit and delete their own entries. You may also elect to allow other course users to view journal postings here.

Adding a Grade Center Column for Journal Assignments

You will need to decide beforehand if you want to grade the journal entries on an individual/weekly basis or as one whole assignment for the entire term.

- To grade entries on an individual/weekly basis: create separate journal assignments for each entry/week. This will create separate Grade Center columns for each week. You will need to repeat the steps in this entire job aid for each journal assignment.
- To enter only one grade for the entire assignment: create only one assignment. *Students can still create multiple journal entries within the same assignment*, but all of those entries will have one grade. Only one grade center column will be created.

GRADE SETTINGS

Grade Journal No grading Grade : Points possible :

Show participants in "needs grading" status after every Entries

Due Date

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

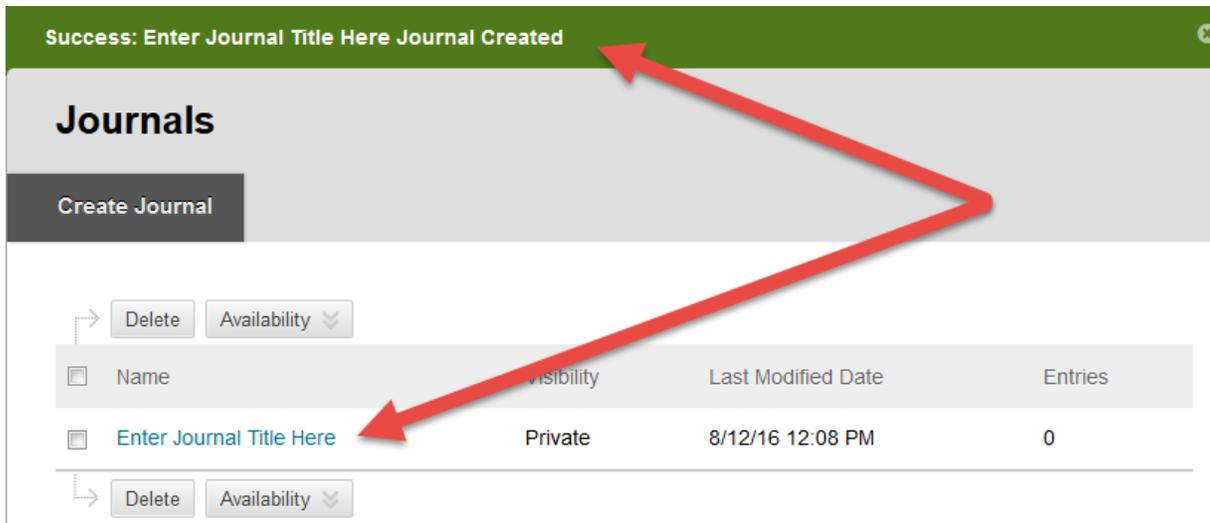
F. Grade Journal: You can decide to activate grading or no grading for this journal. If you choose to do so, enter the number of points. A grade column will automatically be created for this assignment in the Full Grade Center. For more information on grading options for journals, see the [Adding a Grade Center Column for Journal Assignments](#) section above (p. 3). If you have multiple journal assignments created with multiple grade center columns, don't forget to spread out your total points accordingly.

G. Needs Grading Status: Here you can set the number of entries a student posts before you get an alert in *Needs Grading*.

H. Due Date: Enter your due date and time here.

I. Associated Rubrics: You have the option of associating this assignment with a new or existing rubric; click on **Add Rubric** to add a pre-existing rubric or create a new rubric. For detailed instructions on adding a rubric to this assignment, please refer to the "Creating and Adding Rubrics Job Aid."

J. After clicking **Submit**, you will see the new journal item in your journal listing page (see below).

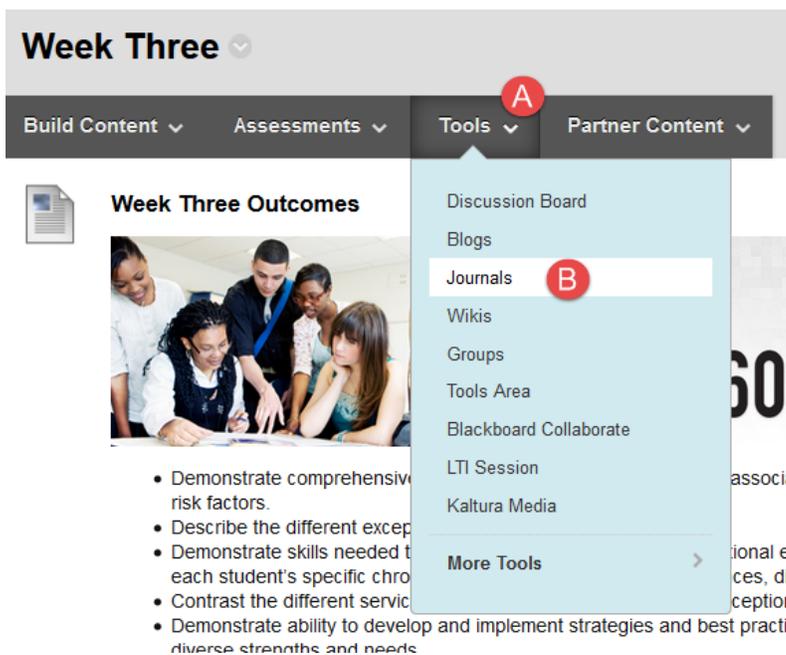


Linking Your Journal to a Content Area Within Your Course

Step 1: Go to the weekly content area of the course where you will post the journal.



Step 2: On the gray action bar, click on a) **Tools**, and then click on b) **Journals**.



Step 3: The *Create Link: Journal* page will appear. This page allows you to link the journal you just created to the week's content. Select a) **Link to a Journal**, and then b) select your specific journal. Click Next.

CREATE LINK: JOURNAL

- Link to the Journal Page
- Link to a Journal **A**

Link to a Journal

---Select Journal below---
Enter Journal Title Here **B**

Create New Journal

Create New Journal

Cancel

Next **C**

Step 4: On the new page, you can update the *Link Name* and the *Directions* (or leave as is).

LINK INFORMATION

* Link Name

Color of Name Black

Link Journal: Enter Journal Title Here

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, and other functions. Below the toolbar is a large text area. At the bottom of the text area, there is a status bar showing "Path: p" on the left and "Words: 0" on the right.

Step 5: In the Options section, click “Yes” to make the journal link available and enter any date restrictions if you wish. Click **Submit** when done.

OPTIONS

Available Yes No

Track Number of Views Yes No

Date Restrictions

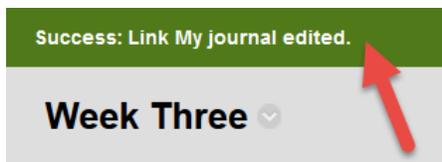
Display After 08/11/2016 02:02 PM

Display Until 08/31/2016 11:59 PM

Enter dates if you wish to restrict when the link will be available.

Cancel Submit

Step 6: You will be brought back to the main *Week* page, and you will see a green success message at the top confirming that your journal has now been linked. If you scroll to the bottom of your page, you will see that the journal is now available to your students. *If the journal icon is grayed out, please repeat Step 5 right above.*



Please note: if students click on the *My Journal* link for the first time, they will see a message indicating that the journal has no entries. This means that this is the first time they are accessing the assignment. To create a journal entry, students should click on **Create Journal Entry. For **student** instructions on creating a journal entry, please see the “For Students: Submitting a Journal Entry” job aid.

