

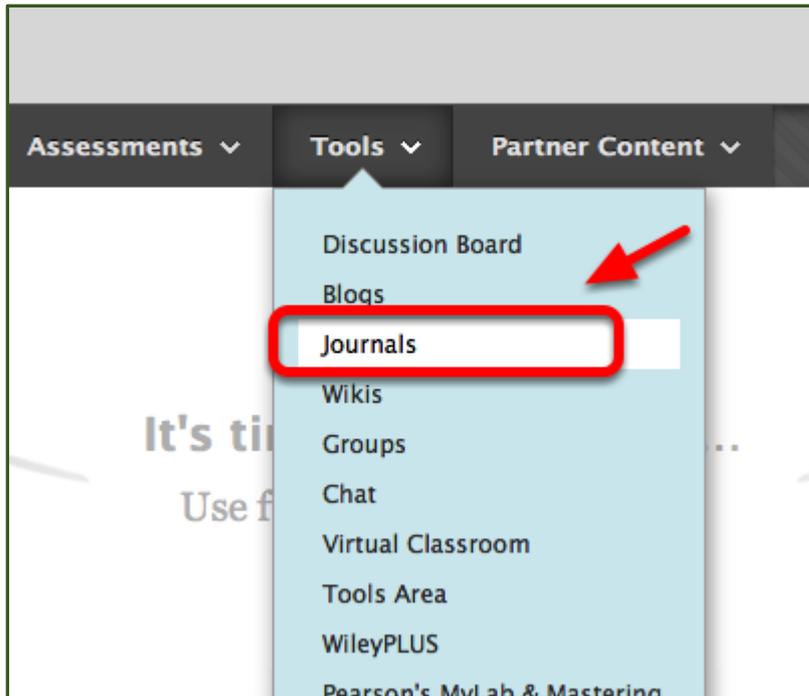
How to create a Blackboard Journal

These steps will show you how to create a journal for your course

Create an Individual journal tool in a content area of Blackboard.

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. You can also create instructor-directed journal entries that are more formal in nature and that narrow the focus by listing topics for discussion.

1. Go to the course area within Blackboard where you want your journals to reside and choose Journal under Add Tools.



We have chosen to place the journals in the Course Documents area, but you might place it on an assignments page or in a weekly content folder. You can create a tool link in the menu to a Journals page on which all of the journals will be listed, or you can just create one new journal.

2. Select "Create New Journal"



3. Enter a name for the journal, followed by any directions or description of its purpose

JOURNAL INFORMATION

* Name

Instructions

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source, HTML.

Please write a weekly entry of 300-400 words regarding the ethical issues discussed in the readings.

Path: p Word

4. Make the journal available to students and determine the remaining journal settings based on your needs.

JOURNAL AVAILABILITY 1

Journal Availability Yes No

JOURNAL DATE AND TIME RESTRICTIONS 2

Limit Availability

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

JOURNAL SETTINGS 3

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

The monthly or weekly Index entries determine how the journal entries appear to the student, either on a monthly or a weekly basis. Typically, and by default in Blackboard, a journal is private between the instructor and the student, so the last setting, "permit course users to view journal", is seldom chosen.

5. Choose grading

GRADE SETTINGS

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

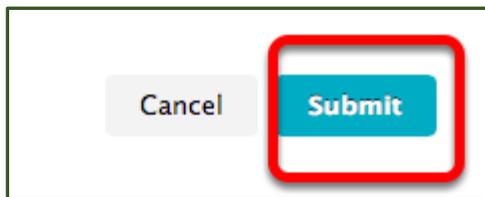
Grade Journal

No grading

Grade : Points possible :

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

6. Click "Submit"



7. Your journal is created.

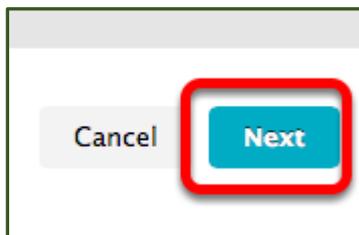
The screenshot shows a web interface with a green header bar containing the text "Success: Ethical Issues in Information Technology Journal Created". Below this is a section titled "Create Link: Journal" with a subtitle: "Journals are a self-reflective tool that allows Students to post their personal refle discuss and analyze Course-related materials. [More Help](#)".

The main content area is titled "CREATE LINK: JOURNAL" and contains the instruction: "Link to the Journal page, link to a specific Journal , or create a new Journal." There are two radio button options: "Link to the Journal Page" (unselected) and "Link to a Journal" (selected).

Under "Link to a Journal", there is a dropdown menu with the text "----Select Journal below----" and the selected option "Ethical Issues in Information Technology". A red arrow points to this dropdown menu. A red callout box with the text "Here is the journal you just created." is positioned over the dropdown menu.

At the bottom, there are two buttons: "Create New Journal" (disabled) and "Create New Journal" (active).

8. Click Next to initiate the link to the journal in your content area



9. Add description text and options

LINK INFORMATION

* Link Name

Color of Name Black

Link Journal: Ethical Issues in Information Technology

Text





Path: p

OPTIONS

 Available Yes No

Track Number of Views Yes No

Date Restrictions Display After  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

10. Click submit

11. Your new journal and its link have been created

Success: Link Ethical Issues in Information Technology created.

Week 1 ▾

Build Content ▾

Assessments ▾

Tools ▾

Partner Center



Ethical Issues in Information Technology

