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](image)

4. Make the journal available to students and determine the remaining journal settings based on your needs.
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
6. Click "Submit"
7. Your journal is created.

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

9. Add description text and options.
10. Click submit

11. Your new journal and its link have been created
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