Creating a Journal

The Journal tool is designed primarily for reflective writing, though posts can incorporate multimedia. With this type of assignment, students are expected to display their research, analytical, and communication skills through a series of commentaries meant for public consumption and comment. If you are interested in creating a private space for reflection, you may wish to explore the Journal tool.

1. Log into the Blackboard system and click to enter the course where you wish to create a Journal.

2. Once you are in the course, click on the Course Tools button in the Control Panel and select Journal from the list of options.

3. A list of the journals will be presented. If this is the first journal, the page will display a “No items found” message (see image below). Click the Create Journal button to create a new journal area.
5. Enter a name and instructions/description for the journal.

6. Customize the availability by setting date and time restrictions, if desired. Selecting a Display After or Display Until setting will prevent users from seeing the journal before or after a certain date.

7. Customize the journal settings by determining if students can edit/delete posts and comments. Also select your index setting – Month or Week. The index is a collection of posts in a given timeframe.
8. Determine if you will grade the journal. If you choose to make this a graded activity, you will need to enter a point total and have the option of associating a rubric for evaluation.

![Grade Settings](image)

9. Press the **Submit** button when done. Students now have access to the journal by entering the **Course Tools** area in the Course Menu and clicking on **Journals**.

   **Note:** You now may also add a direct link to the journal in a content area or a folder. Click to enter the content area / folder and hover over Tools > Journals. Check off the “Select a Journal” option and select the journal from the “Select a Journal” box. Click Next and to complete the process.