Journals

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. A journal is similar to a blog, except that it is shared between student and instructor.

You can create journal assignments that are broad and student-directed, or instructor-directed journal entries that are more formal in nature and that narrow the focus by listing topics for discussion. In addition, Journals are ideal for individual projects or student/instructor interaction. You can grade journal entries or use them solely for communication.

Features and Benefits

<table>
<thead>
<tr>
<th>Feature</th>
<th>Benefit</th>
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<tbody>
<tr>
<td>WYSIWYG Editor</td>
<td>This feature allows users to type and edit text, as it will appear when published in the journal.</td>
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<td>Comments</td>
<td>Instructors and students can comment and provide feedback to student content.</td>
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<td>Create Gradebook items for journal contributions</td>
<td>When a journal is created, a Grade Center item can be created at the same time. The history report documents contributions. It is important that instructors create a rubric to assess students work, and that they share that rubric with students.</td>
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<td>Set time limits for editing and viewing content</td>
<td>Instructors can limit the amount of time that students have to complete or edit a journal assignment.</td>
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<td>Hyperlinks</td>
<td>Allows incorporation of specific references to illustrate and support ideas within the text of the document.</td>
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Educational Applications

Journals can be applied to many different types of assignments:

- Assemble a set of information over time. The chronology of the journal enables users to develop thoughts and increase understanding of a topic over time
- Replace pen and paper activities.
- Requires multiple drafts and/or collaboration with instructors. Instructors can view journals and comment on the student’s work.
- Encourage creativity by allowing users to add images hyperlinks, audio and video to tell a more compelling story through the document. the completed document

Best Practices

**Convey expectations for the quality of the completed journal.** Explain to students what you expect in the manner of:

- Minimum participation in the collaborative effort
- Quantity of information
- Quality of grammar, spelling, and prose
- Timeliness in responding to comments regarding making corrections to broken links, spelling errors or other mistakes discovered by instructors and group members
- Expectations for scholarly research and citation of research, especially if images, audio and video clips are used
- Standards of quality for attached text, presentations and spreadsheets.
Limit time: Set time limits for students to begin, edit and complete the journal.
Use Comments: Critique content and challenge students to not only make corrections but expand upon the content and build a more informative product
Use a Rubric: Create a rubric that sets a grading standard for all groups or individuals

Create a Journal Topic

1. Turn the **Edit Mode ON**.
2. On the Control Panel, expand the Course Tools section and select **Journals**.
3. On the **Journals listing** page, click
4. **Create Journal** on the action bar.

5. On the **Create Journal** page, type **a name**.
6. Type **Instructions**.
7. Optionally, format the text and add multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.
10. Click **Yes** to make the journal available.
11. For journal Date and Time Restrictions, you can set a journal to display and stop displaying on a specific date. Click the **Display After/Until** checkboxes ☐, and then choose dates by clicking the **calendar** ☕ icons. **Display restrictions do not affect the journal availability, only when it appears.**
12. In the **Journal Settings** section, select **Monthly** or **Weekly** Index Entries.
   a. Optionally, select the check box to **Allow Users to Edit and Delete Entries**.
   b. Optionally, select the check box to **Allow Users to Delete Comments**.
   c. Optionally, select the box **Permit Course Users to View Journal**
13. In the **Grade Settings** section, select **No grading** or the **Grade option**.
14. Type the number of **Points possible**. Points possible will apply to one or more entries made by the user to the journal topic. After you enable grading, a column is created automatically in the Grade Center. **It is permanently gradable, and you cannot change the setting to No grading.**
15. Click **Submit**.

**Create Journal Entries**
You and your students can create journal entries. Only you can comment on students' private entries. You and group members can comment on group entries. On the Journals listing page, information is provided about each journal. Students can see if their entries are private—between the student and you—or public.

1. On the **Journals** listing page, select a **journal title**.
2. The journal's topic page opens, click **Create Journal Entry** on the action bar.

3. On the **Create Journal Entry** page, type a **Title for the journal entry**.

4. Type **text in the Entry Message box**. Optionally, format the text and add images, links, multimedia, mashups, and attachments using the functions in the content editor. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.

5. In the **Journal Entry Files** section, browse for a file to attach to the journal entry.

6. Click **Post Entry** to submit the journal entry or click **Save Entry as Draft** to add the entry later.

**Comment on a Journal Entry**

Journaling can be essential for interaction between you and your students, especially in a web-based course. Student entries and your comments can help build rapport and can create a healthy intellectual exchange. A student can make a comment after you comment on an entry to continue the conversation.
1. On the **Journals** listing page, select a journal title.

2. Scroll down to the bottom of the page and click **Comment**. The Comment box appears.

3. The **Comment box** appears. Type a comment in the Comment box. Comments have a 2,000-character limit. A pop-up message advises that a comment over 2,000 characters must be edited and resubmitted.

4. Click spell check at the bottom of the Comment box to check the spelling of the content before continuing.

5. Click **Add**.

**Edit and Manage Journals**

You can edit basic properties of a journal topic, including the name, instructions, availability, and other custom settings. After a journal topic is designated for individuals or the course, you cannot change it to the other. You can edit any user's journal entries and can delete journal topics. You can also delete comments, but cannot edit them.
Edit a Journal

1. Turn the **Edit Mode ON**.
2. On the **Journals listing page**, click the **Action Button** to access a journal's contextual menu.
3. Select **Edit**.
4. On the **Edit Journal** page, make changes.
5. Click **Submit**.

Delete a Journal

1. On the **Journals listing page**, click the **Action Button** to access a journal's contextual menu.
2. Select **Delete**.
3. Click **OK** in the warning pop-up.
   The Delete Confirmation page appears.
4. Select a **Delete Confirmation Option**.
5. Click **Remove**.

Change the Availability of a Journal

1. Turn the **Edit Mode ON**.
2. On the **Journals listing page**, select the check box next to the appropriate journal.
3. Point to **Availability** on the action bar to access the drop-down list.
4. Select Make **Available** or Make **Unavailable**

Blackboard Journal Videos:

- Create a Journal
- Create Journal Entries
References