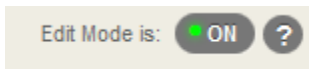


## Journals

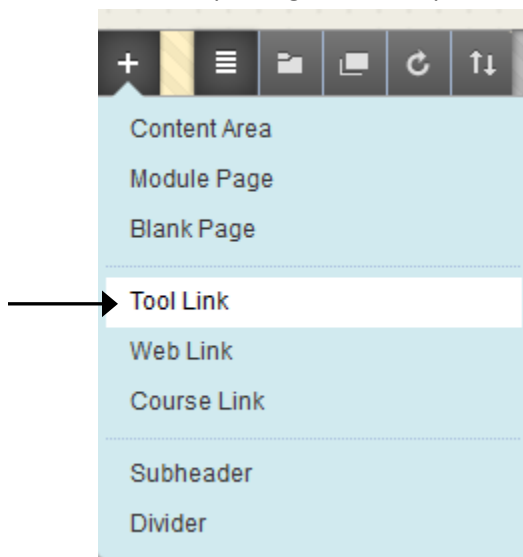
Journals provide space for students to reflect privately with the instructor. Instructors can, however, choose to make journal entries public. Group journal entries can be read by all group members and the instructor.

### Adding a Journal to a course site:

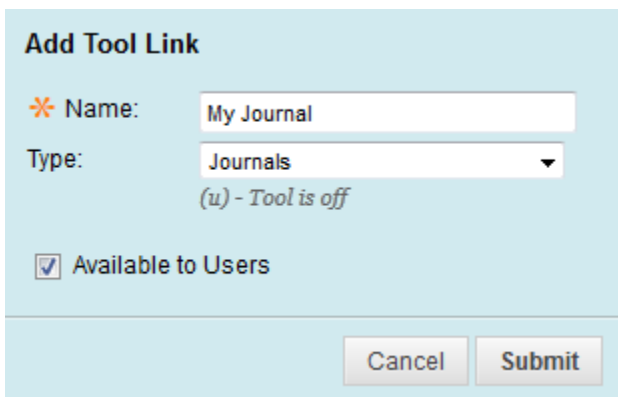
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



2. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'

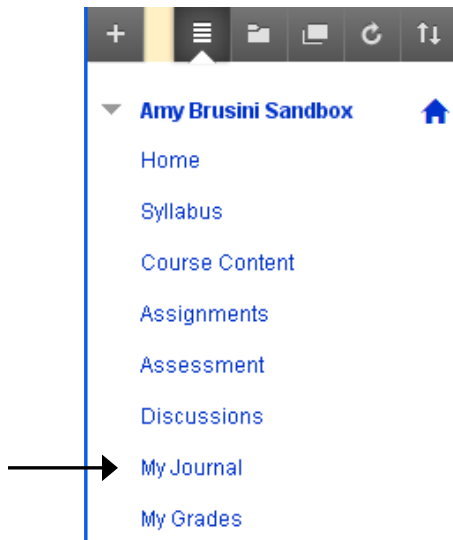


3. Give the journal link a name and select 'Journals' as the tool type from the drop down menu. Check the box to make it available to users and click Submit.

A screenshot of the 'Add Tool Link' form. The form has a light blue background. It contains the following fields and controls:

- Name:** A text input field containing 'My Journal'.
- Type:** A dropdown menu with 'Journals' selected. Below the dropdown, the text '(u) - Tool is off' is displayed.
- Available to Users:** A checkbox that is checked.
- Buttons:** 'Cancel' and 'Submit' buttons are located at the bottom right of the form.

4. Once the tool has been added to the course menu, click on the link to the journal to set it up.



5. Click the 'Create Journal' button near the top of the page.



6. Give the journal a name and provide instructions for students.

1. **Journal Information**

Name

Instructions

Text Editor is: **ON**

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> [List icons]

Use this journal as a place to reflect on your progress in class throughout the semester. Feel free to discuss the strengths and weaknesses of activities and assignments. I will expect one entry every two weeks, 100 words minimum.

Path: body > font

7. Make the journal available for students and set availability restrictions if desired.

2. **Journal Availability**

Journal Availability  Yes  No

3. **Journal Date and Time Restrictions**

Limit Availability

Display After  [Calendar icon]  [Clock icon]  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Display Until  [Calendar icon]  [Clock icon]  
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

8. Choose how to index journal entries, whether to allow users to edit and delete entries and comments, and whether to permit all users to view the journal.

#### 4. Journal Settings

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

If selected, students are only ever allowed to edit/delete **their own** entries or comments.

9. Select whether or not to grade journal entries and enter a point value if needed.

Optional: Adjust the 'needs grading' status, and add an associated rubric if desired. The 'needs grading' status will cause the 'needs grading' symbol [ ! ] to appear in the grade center after a student posts a set number of entries. For example, if you want to grade the journal after each student has posted two entries, instead of after every entry, adjust the setting to '2.'

#### 5. Grade Settings

Grade Journal

No grading

Grade : Points possible :

Show participants in "needs grading" status [ ! ] after every  Entries

Associated Rubrics

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

**Note:** If you decide to grade the journal, keep in mind that it is graded as a 'whole' and not by individual entry. Please see the 'Grading a Journal' section in this tutorial for more details.

10. Click Submit.

#### 6. Submit

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

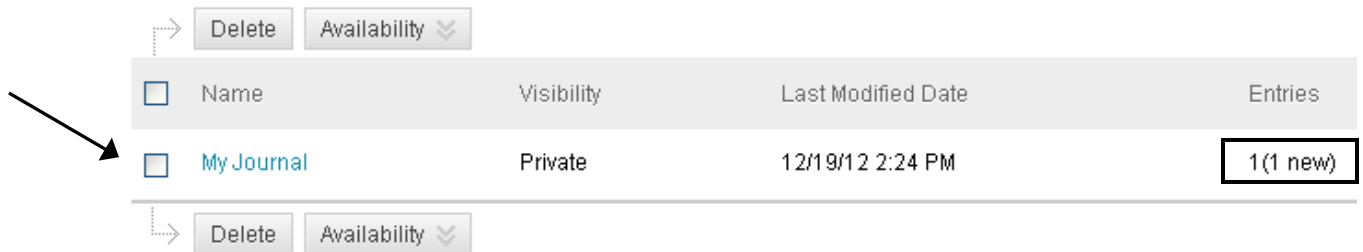
11. The new journal is displayed.

<input type="checkbox"/>	Name	Visibility	Last Modified Date	Entries
<input type="checkbox"/>	My Journal	Private	12/19/12 1:15 PM	0

## Reading Entries and Adding Comments to a Journal

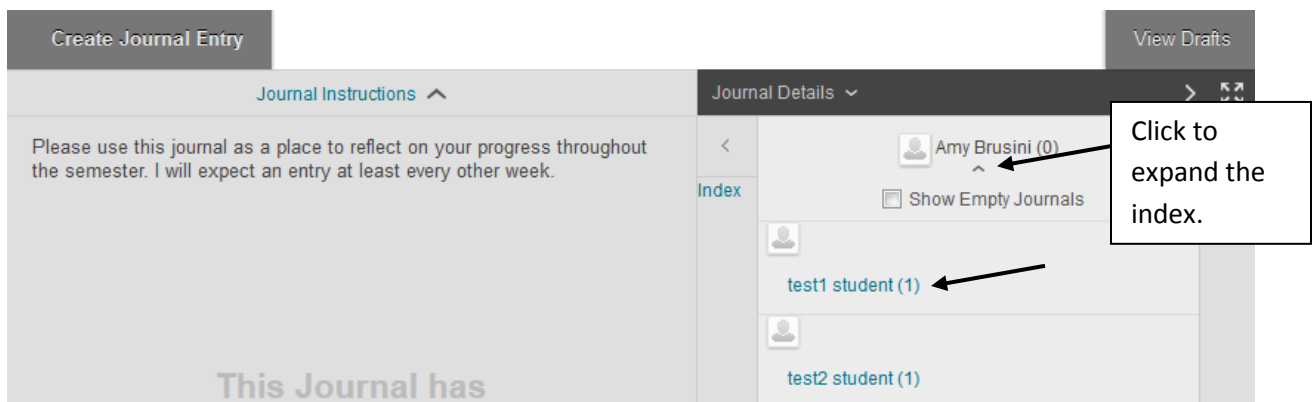
Once a student has posted a journal entry, instructors can respond by posting comments.

1. Navigate to the journal you want to access. New entries are indicated in the 'Entries' column.



<input type="checkbox"/>	Name	Visibility	Last Modified Date	Entries
<input type="checkbox"/>	My Journal	Private	12/19/12 2:24 PM	1 (1 new)

2. An index of journal entries for each student appears on the right hand side of the screen. Click the arrow at the top right to expand the index. In this example, test1\_student and test2\_student have posted entries. Click on a student's name to read their entry.



Create Journal Entry

Journal Instructions ^

Please use this journal as a place to reflect on your progress throughout the semester. I will expect an entry at least every other week.

This Journal has

Journal Details v

Amy Brusini (0)

Show Empty Journals

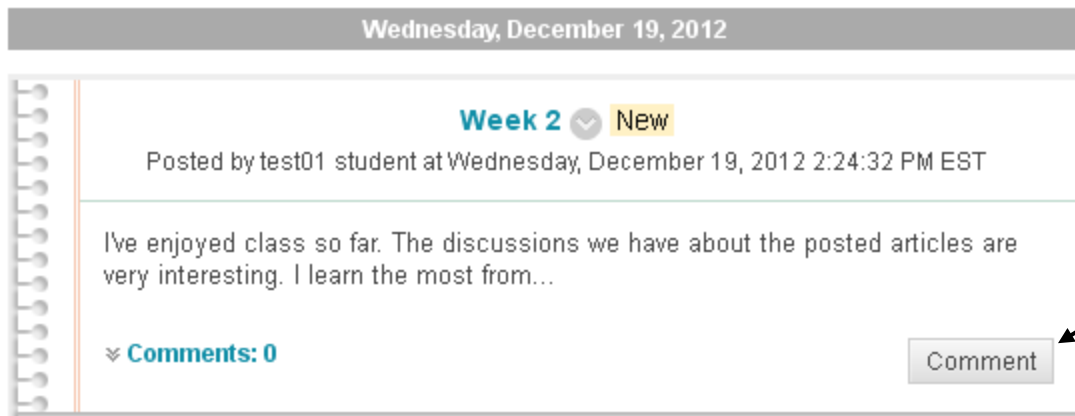
test1 student (1)

test2 student (1)

View Drafts

Click to expand the index.

3. Click the 'Comment' button next to the entry to enter a comment.



Wednesday, December 19, 2012

Week 2 New

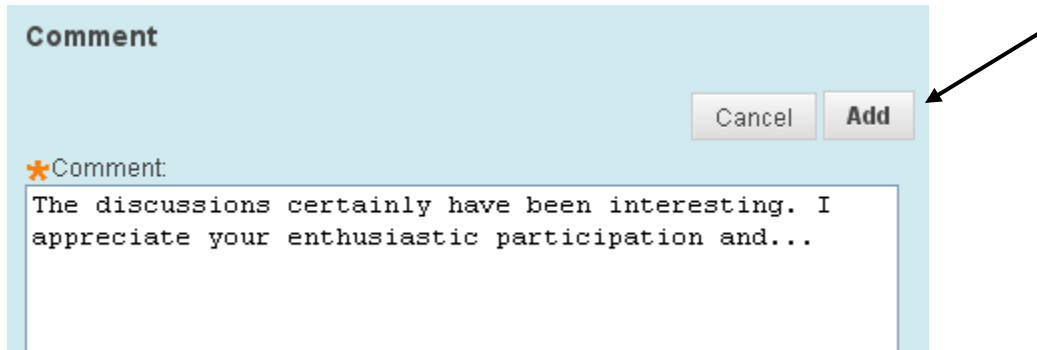
Posted by test01 student at Wednesday, December 19, 2012 2:24:32 PM EST

I've enjoyed class so far. The discussions we have about the posted articles are very interesting. I learn the most from...

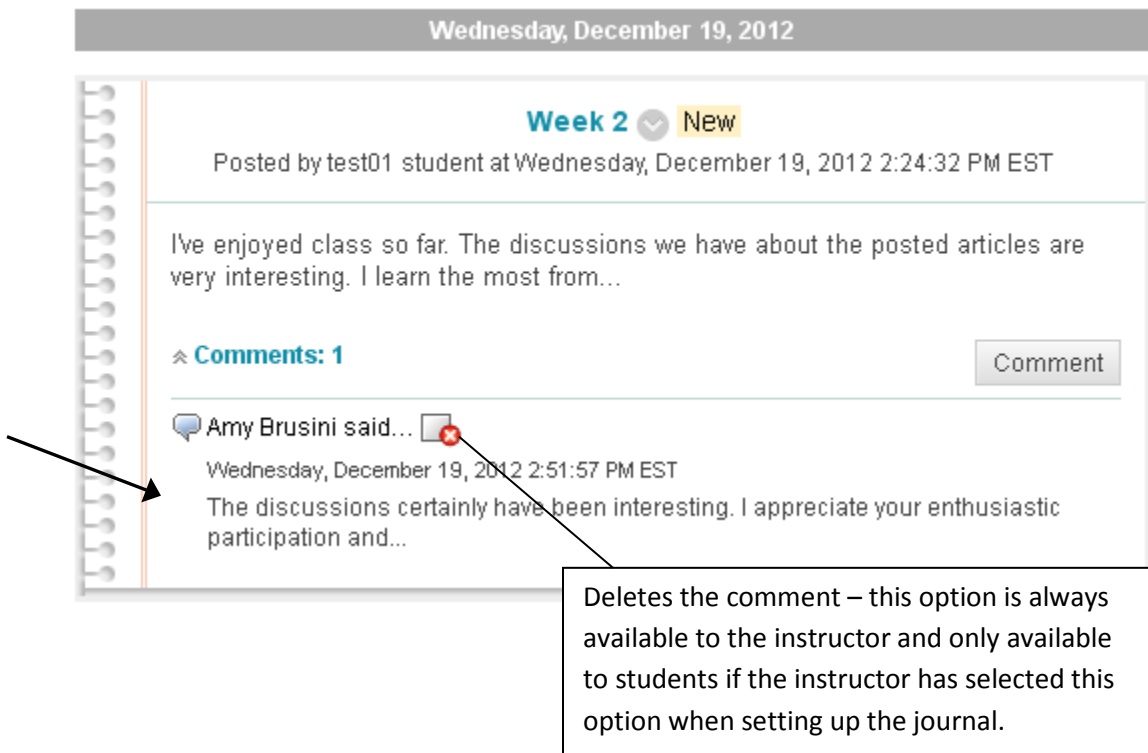
Comments: 0

Comment

4. Type in the comment and click 'Add' when finished.



5. The comment is displayed.



Deletes the comment – this option is always available to the instructor and only available to students if the instructor has selected this option when setting up the journal.

## Grading a Journal

Blackboard journals can be graded. If you choose to grade a journal, Blackboard will automatically create a column with the journal's name in the grade center.

**Note:** The grading feature in the journal tool allows you to add/edit a grade for the journal as a whole – not for each individual entry. (I.e. Blackboard creates **one column** in the grade center for the journal – not multiple columns for each journal entry.) If you want to enter a separate grade for each journal entry, you will need to manually create your own columns in the grade center.

1. Navigate to the list of journals and click on the one to be graded.

<input type="checkbox"/>	Name	Visibility	Last Modified Date	Entries
<input type="checkbox"/>	My Journal	Private	4/28/14 3:20 PM	7(1 new)
<input type="checkbox"/>	Reflective Journal	Private	4/28/14 4:03 PM	3

- Click the small arrow at the top of the right panel to expand the list of students with journal entries. You will notice a yellow exclamation point symbol next to the names of students with entries that have not yet been graded. In the example below, test3\_student has not been graded.

The screenshot shows the 'Journal Details' panel on the right side of the interface. At the top, there is a header for 'Amy Brusini (0)' with a small upward arrow. Below this is a 'Show Empty Journals' checkbox. A list of students follows: 'test1 student (1)', 'test2 student (1)', and 'test3 student (1)'. The 'test3 student (1)' entry has a yellow exclamation point icon next to it, which is highlighted by a black arrow. The left panel shows 'Journal Instructions' and a message: 'Please use this journal as a place to reflect on your progress throughout the semester. I will expect an entry at least every other week.' Below this is a large text area that says 'This Journal has no entries.'

- Click on the student's name to view his/her journal entries. Enter the grade, any feedback to the student (optional), and any grading notes for yourself (optional.) Click Submit.

The screenshot shows the 'Journal Details' panel for 'test3 student (1)'. At the top, the student's name is followed by a yellow exclamation point icon. Below this is a date and time stamp: '4/25/14 12:13 PM'. To the right of this is a 'PMGrade' field with a dropdown menu showing '5/5'. Below the grade is a section for 'FEEDBACK - SHOWN TO LEARNER' with a text area containing the message: 'Very thoughtful responses - keep up the good work!'. Below the feedback is a section for 'GRADING NOTES - PRIVATE' with a text area. At the bottom right, there is a 'Submit' button. The left panel shows 'Journal Instructions' and a message: 'Please use this journal as a place to reflect on your progress throughout the semester. I will expect an entry at least every other week.' Below this is a date header: 'Monday, April 28, 2014'. The main content area shows a journal entry for 'Week 3' posted by 'test3 student' at 'Monday, April 28, 2014 4:03:59 PM EDT'. The entry text reads: 'I found this week to be more challenging than the previous two weeks...'. There is a 'Comment' button at the bottom right of the entry.

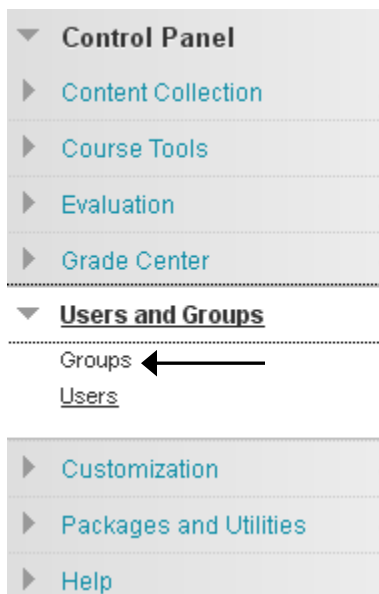
- The grade will be automatically entered into the Blackboard grade center.

<input type="checkbox"/>	Last Name	First Name	Username	Reflective Journ
<input type="checkbox"/>	student	test1	test1_student	4.00
<input type="checkbox"/>	student	test2	test2_student	--
<input type="checkbox"/>	student	test3	test3_student	5.00

## Grading a Group Journal

Group journals can be graded in two ways: one grade can be given for all members of the group, or individual grades can be given to each member of the group.

- To grade a group journal, navigate to the Control Panel > Users and Groups > Groups.



- Click the name of the group to be graded. In this example, we'll select Group I.

<input type="checkbox"/>	Group I	-	2	No	Yes
<input type="checkbox"/>	Group II	-	2	No	Yes

- Select 'Group Journal' from the Group Tools box.



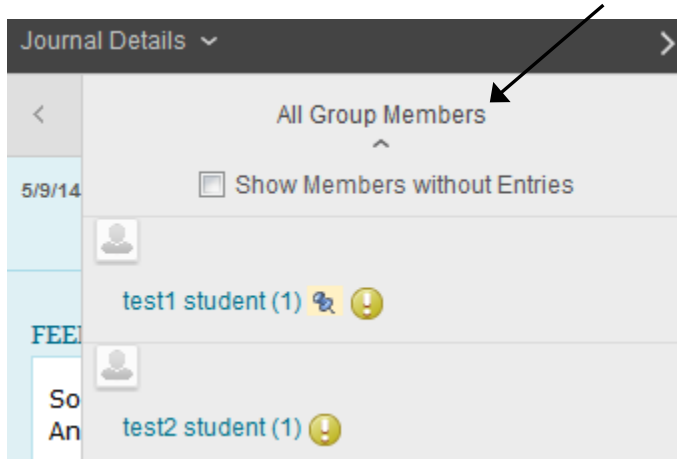
4. Journal entries will be listed in the center and the grading pane will be to the right.

**To give one grade for the entire group:** Make sure the top of the grading pane reads 'All Group Members.' Fill in the grade and feedback for students (optional) as well as any grading notes for yourself (optional). Click 'Submit' and the grade will be automatically entered into the grade center, filled in for all group members.

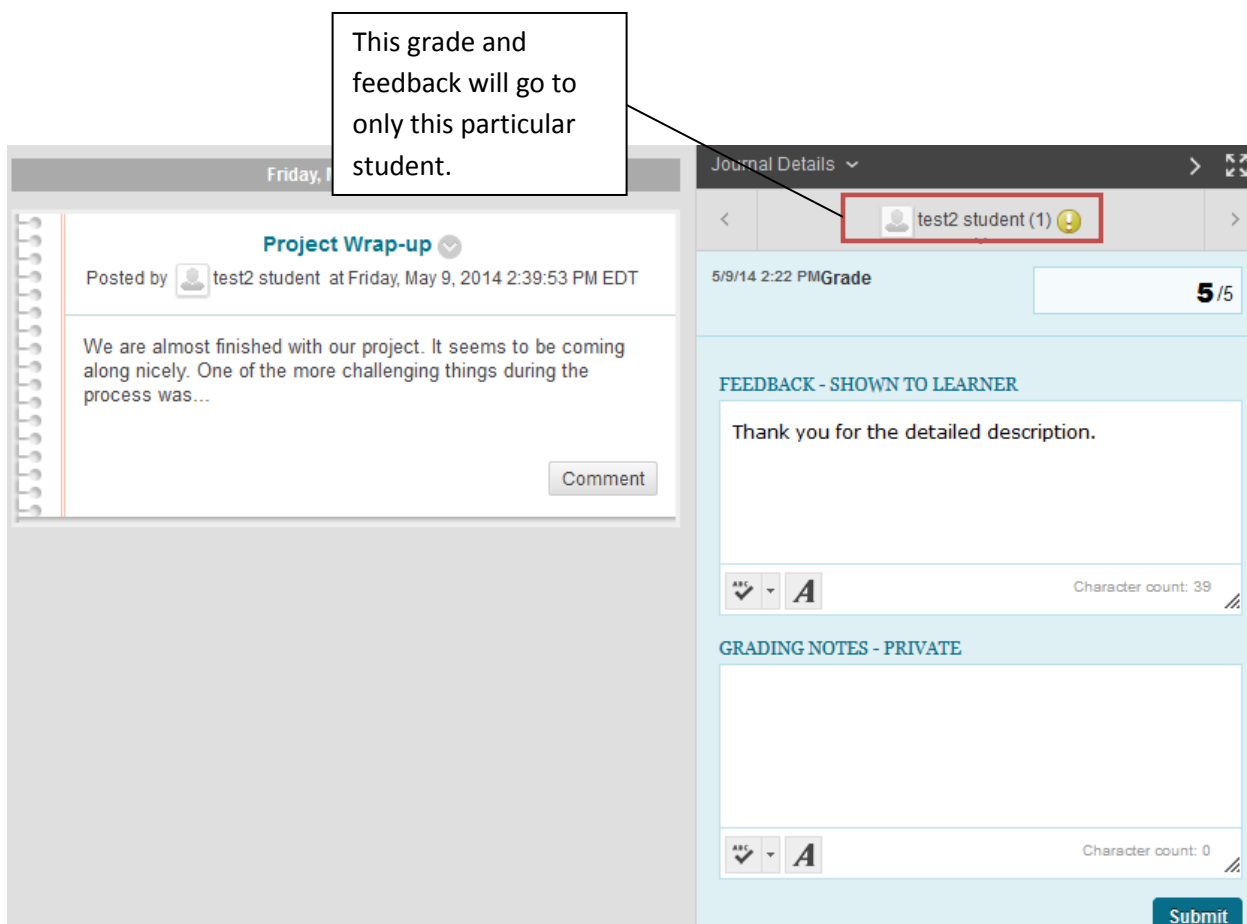
A screenshot of the journal grading interface. On the left, there are two journal entries: 'Thoughts on Project' and 'Project Wrap-up'. On the right, there is a 'Journal Details' pane. The 'All Group Members' link is highlighted with a red box. A callout box points to this link with the text: 'This grade and feedback will go to all group members.' The grading pane shows a grade of '5/5' and a feedback message: 'Sounds like this group worked really well together. Anxious to see the final project!'. There are also sections for 'FEEDBACK - SHOWN TO LEARNER' and 'GRADING NOTES - PRIVATE'.

**To grade each group member individually:** Click the 'All Course Members' link above the index of entries to expand the list of students. You'll notice a yellow exclamation point symbol next to the names of students who have not yet been graded. Click on a student's name to view only his/her journal entries.





In this example, we have selected to view test2\_student's entry. Fill in the grade and feedback for the student (optional) as well as any grading notes for yourself (optional). Click 'Submit' and the grade will be automatically entered into the grade center, filled in for only this particular student.



To continue grading other students individually, again click the current student's name at the top of the grading pane to expand the list of students. Select the student you wish to grade.