Blackboard Journals

A Journal is an online diary. The entries contained in a Journal are generally only visible to the individual student and the instructor. The privacy level is what differentiates a Journal from a Blog.

Create a Blackboard Journal:

1. Login to Blackboard 9.1.
2. Select the course in which you wish to work.
3. Navigate to the Content Area in which you would like to create the Journal.
4. From the Action Menu, select Tools, then select Journals:

5. From the new page in Section 1 click the Create New Journal button.
6. On the Create Journal page:
   a. Section 1, give the Journal a name and enter any necessary instructions.
   b. Section 2, select whether to make the Journal available to students.
   c. Section 3, optionally limit the availability of the Journal by date and time.
   d. Section 4, Journal settings:
      i. Select your preferred indexing method, monthly or weekly. (Indexing organizes entries by the chosen time frame.)
      ii. Choose whether to allow students to edit and delete entries.
      iii. Choose whether to allow students to delete comments.
      iv. Choose whether to allow course users to view the Journal. (Make it public rather than private.)
   e. Section 5, select whether the Journal is to be graded. If the Journal is to be graded:
      i. Enter the number of points possible.
      ii. Select the number of entries that will be graded.
      iii. Optionally add a rubric to the assignment.
   f. Section 6, click Submit to save these settings.

Create a Blackboard Journal Link:

After the Blog is created, a link must be created to access it from a Content Area within the course.
1. Choose to link to the Journals Page (all Journals located there) or to a specific Journal, then click Next.
2. Enter Link Name if it differs from the Journal name and select optional settings.
3. Click the Submit button to save these settings.

**Grading a Blackboard Journal:**

1. In the Control Panel, click to expand Grade Center, then select Full Grade Center.
2. Find the grade column associated with the Journal.
3. Mouse over a grade cell in the column and click the gray circle with a down arrow icon, then select Grade User Activity from the drop-down menu.
4. On the right side of the screen you will see a box called Journal Grade.
5. Click the Edit Grade button:

   ![Journal Grade Interface]

6. Enter the grade in the appropriate box.
7. Add feedback as needed:

   ![Journal Grade Edit Interface]

8. Click Save Grade.