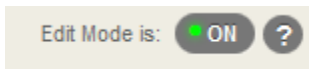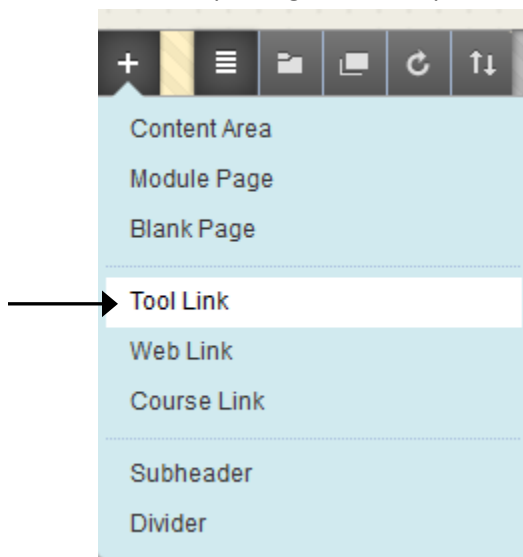# Journals

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.
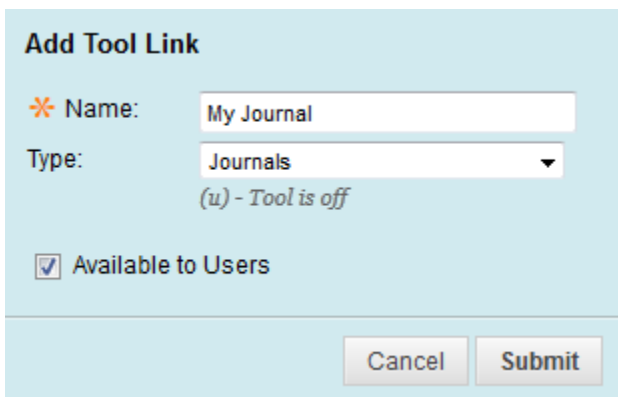
Adding a Journal to a course site:

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

   Edit Mode is: ON ?

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

   + ≡ 🗀 🗔 ↻ ↑↓

   Content Area
   Module Page
   Blank Page

   Tool Link
   Web Link
   Course Link

   Subheader
   Divider

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.

   Add Tool Link

   ✳ Name: My Journal
   Type: Journals ▼
              (u) - Tool is off

   ☑ Available to Users

   Cancel   Submit

4. Once the tool has been added to the course menu, click on the link to the journal to set it up.
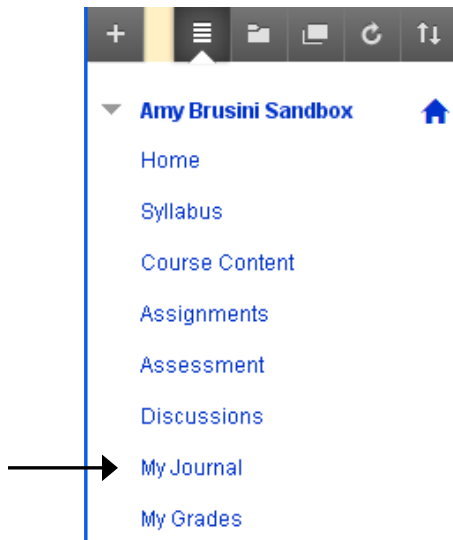
5. Click the 'Create Journal' button near the top of the page.

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

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

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 : 2

☑ Show participants in "needs grading" status 🔲 after every 2 ▾ Entries

Associated Rubrics   Add Rubric ⨯

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.*
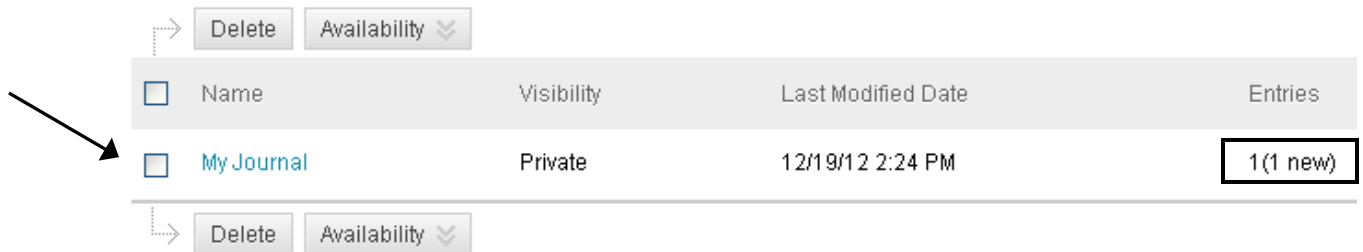
Cancel   Submit

11. The new journal is displayed.

Delete   Availability ⨯

	Name	Visibility	Last Modified Date	Entries
☐	My Journal	Private	12/19/12 1:15 PM	0

Delete   Availability ⨯
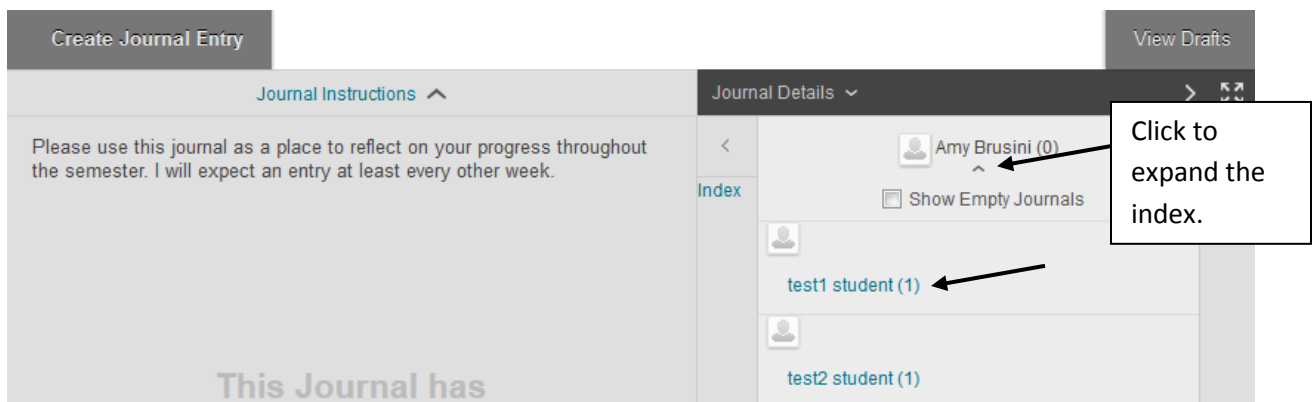
Reading Entries and Adding Comments to a Journal

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.

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.

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

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

Comment

Cancel Add

★Comment:

The discussions certainly have been interesting. I
appreciate your enthusiastic participation and...

5. The comment is displayed.

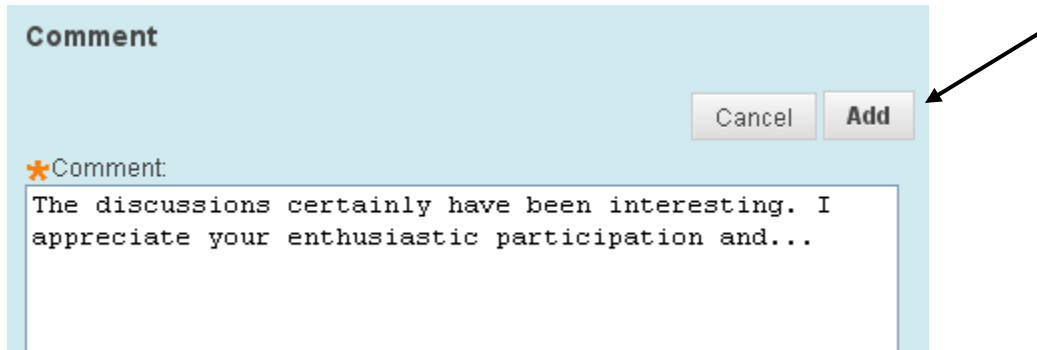**Wednesday, December 19, 2012**

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
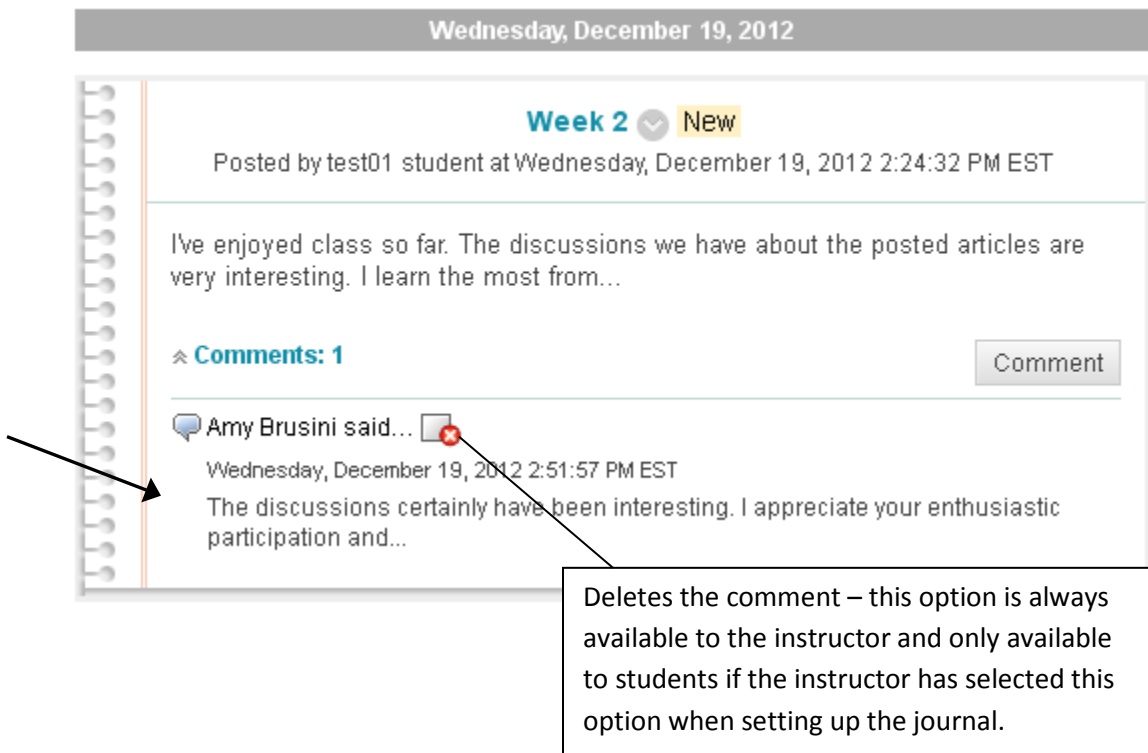very interesting. I learn the most from...

≪ **Comments: 1**

Comment

💬 Amy Brusini said... 🔳⊗

Wednesday, December 19, 2012 2:51:57 PM EST

The discussions certainly have been interesting. I appreciate your enthusiastic
participation and...

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.

2. 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.

3. 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.
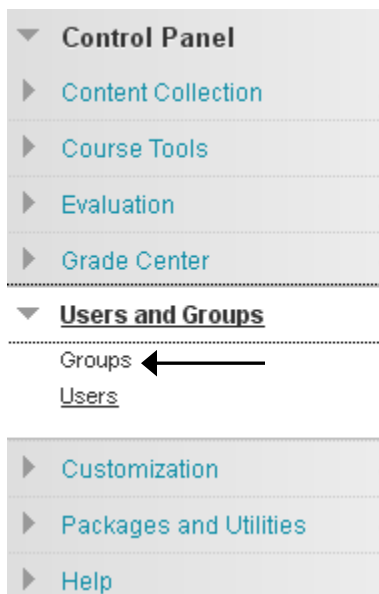
4. The grade will be automatically entered into the Blackboard grade center.

Last Name	First Name	Username	Reflective Jourr
student	test1	test1_student	4.00
student	test2	test2_student	--
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.

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

Control Panel
- ▶ Content Collection
- ▶ Course Tools
- ▶ Evaluation
- ▶ Grade Center

▼ **Users and Groups**
  Groups ◀
  Users

- ▶ Customization
- ▶ Packages and Utilities
- ▶ Help

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

	Group I	-	2	No	Yes
	Group II	-	2	No	Yes

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

Group Tools

Collaboration
File Exchange
Group Blog
Group Discussion Board
Group Journal
Group Tasks

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.

This grade and feedback will go to all group members.

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.
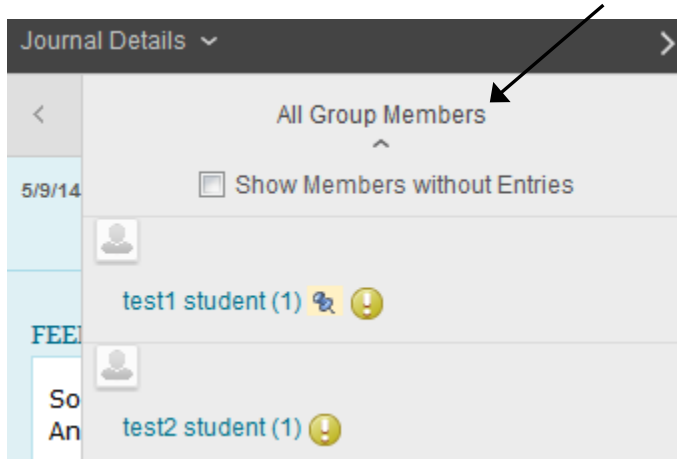
In this example, we have selected to view test2_student's entry. Fill in the grade and feedback for the student (optional) as well as any grading notes for yourself (optional). Click 'Submit' and the grade will be automatically entered into the grade center, filled in for only this particular student.

This grade and feedback will go to only this particular student.
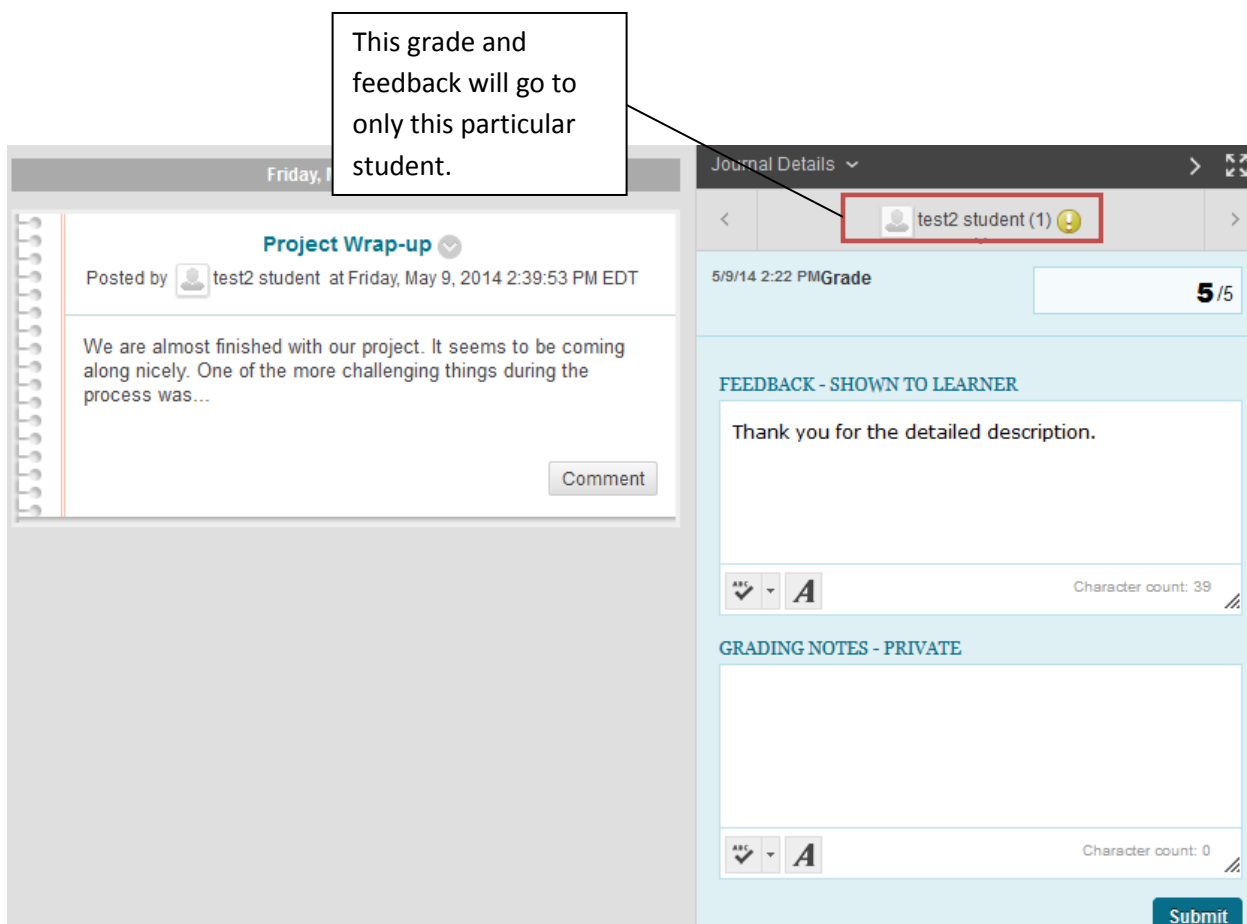
To continue grading other students individually, again click the current student's name at the top of the grading pane to expand the list of students. Select the student you wish to grade.