



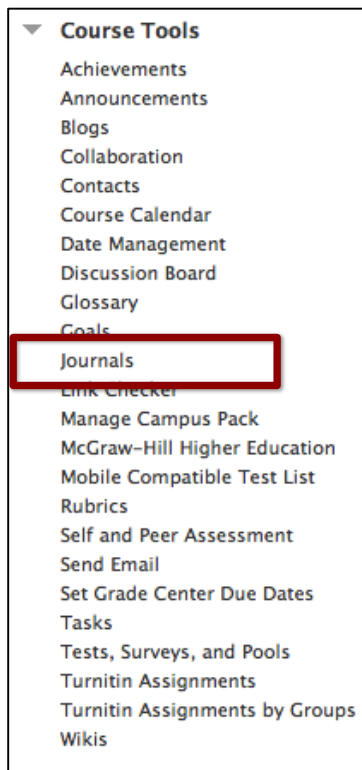
Journals: Participating and Grading

To view this video or to view any of our other Blackboard for Instructor videos, click [here](#). For assistance with Blackboard, please contact your school's Academic Technology Support Specialist (each school's email address can be found [here](#)).

Setting Up a Journal

The Journal tool is used for private communication between the instructor and the student. Each journal created in a course represents a single topic. Journal assignments typically come in two forms: As a single course Journal, where students receive one grade for multiple entries over the span of an entire course, or multiple journals placed in different weeks, each with their own topic and a grade for each of those topics.

1. From the **Course Management** section, go to **Course Tools > Journals**.





2. Click **Create Journal**. Note: To edit an existing journal, select edit from the contextual menu.

Journals
A Journal is self-reflective tool for Students. Only the Student and the Instructor are able to add Comments to Journal Entries. However, Journals can be made Public by the Instructor so all enrolled users can read all Entries made to the Journal topic. Group Journal Entries can be read by all Group members and the Instructor. [More Help](#)

Create Journal

Name	Visibility	Last Modified Date	Entries
Course Journal	Private	6/19/15 9:44 AM	0
Course Journal	Private	6/19/15 9:46 AM	2(2 new)
Week 2 Journal	Private	6/11/15 10:30 AM	0
Week 3 Journal	Private	6/11/15 11:19 AM	0

Displaying 1 to 4 of 4 items | [Show All](#) | [Edit Paging...](#)

3. Complete the following on the **Create Journal** page:

Section	Field/Option	Setting
1. Journal Information	Name	Type a name for your journal, such as Course Journal.
	Instructions	Type instructions that will be visible to the students at the top of the journal page where they create their entries.
2. Journal Availability	Journal Availability	Select Yes (unless you want to limit the availability of the journal to a specific timeframe).
3. Journal Date and Time Restrictions	Limit Availability	Complete these options only if you selected No for Journal Availability.
4. Journal Settings	Index Entries	Select Weekly .
	Allow Users to Edit and Delete Entries	Select if you would like students to be able to edit entries.
	Allow Users to Delete Comments	Select if you would like students to delete comments.
	Permit Course Users to View Journal	Select to make the journal public instead of private. This is not recommended; consider creating a blog instead.
5. Grade Settings	Grade Journal	Select if you would like the journal to be graded and type the points possible. If this is a course journal,



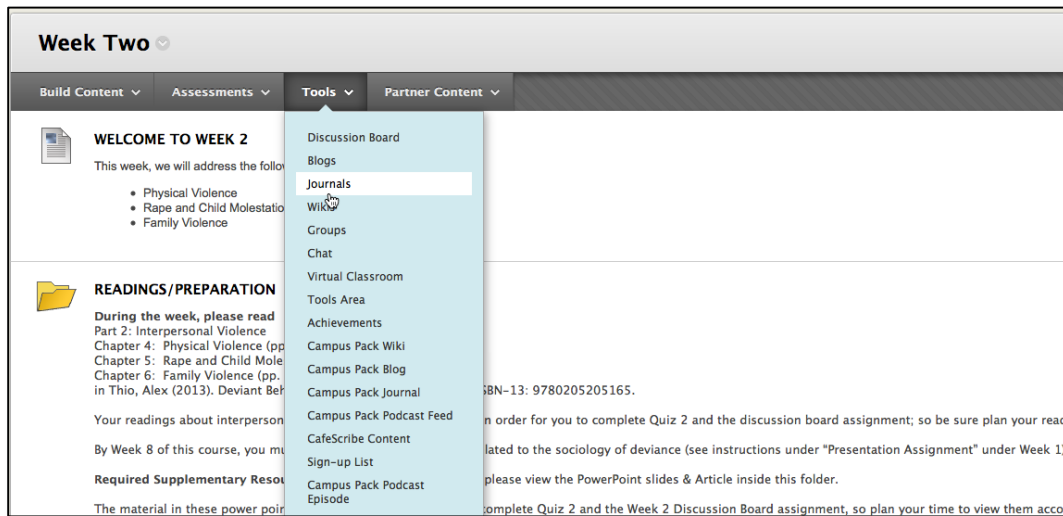
Section	Field/Option	Setting
		the grade will be for multiple entries. If it's a single weekly journal, the grade will be for only one entry. Complete the entries below only if you selected to have the journal graded.
	Show participants in "needs grading" status	Select when "Needs Grading" status should be assigned. For example, if this is a course journal requiring an entry for each week of the course, consider changing it to display needs grading after 8 entries. Otherwise, just leave it at one.
	Due Date	Type the due date and time.
	Associated Rubrics	Add the assignment rubric.

4. Click **Submit**.

Linking a Journal to a Weekly Content Area

A student accesses a journal by clicking **Tools > Journals**. To make the links to journals more accessible, links to the journals can be added to the course menu or they can be added to a specific weekly content area.

1. Go to the week where you want the journal to be linked.
2. Click **Tools > Journals**.



3. Select **Link to a Journal**, and then select the journal you want to link.



4. Click **Next**.
5. Type a description for the journal link. This is typically the same as the Journal instructions you created earlier.



Create Link: Journal

* Indicates a required field. Cancel Submit

1. Link Information

* Link Name:

Color of Name:

Link: Journal: Week 2 Journal

Text

(Rich text editor toolbar with Paragraph, Arial, 12pt, and various icons)

Path: p Words: 0

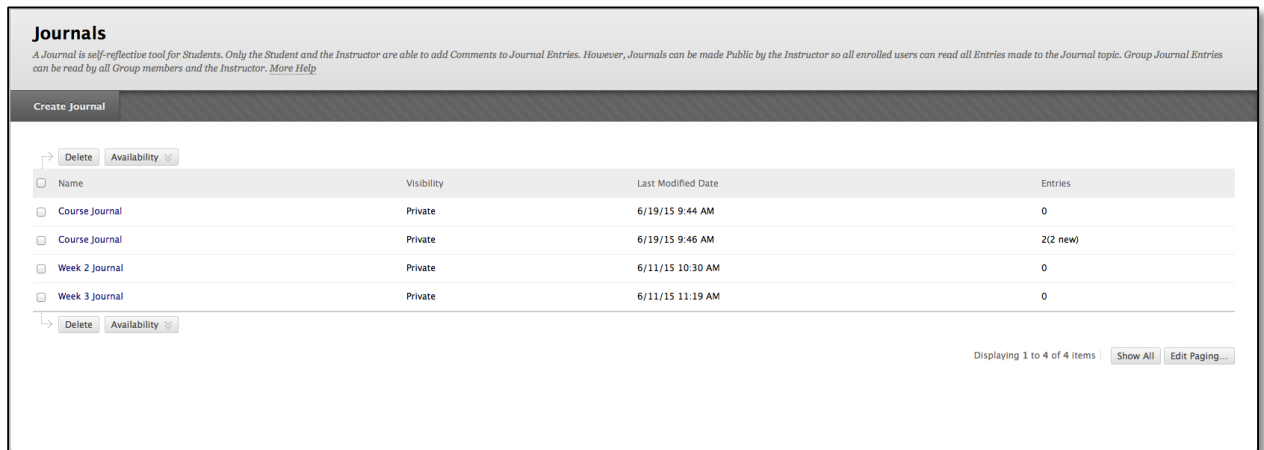
2. Options

- Review the availability options, and click **Submit**. Your journal link is added to the bottom of the content area.

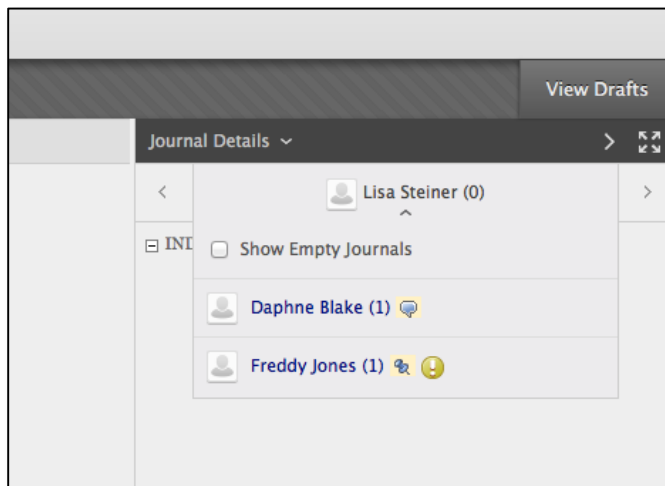


Commenting On and Grading Journals

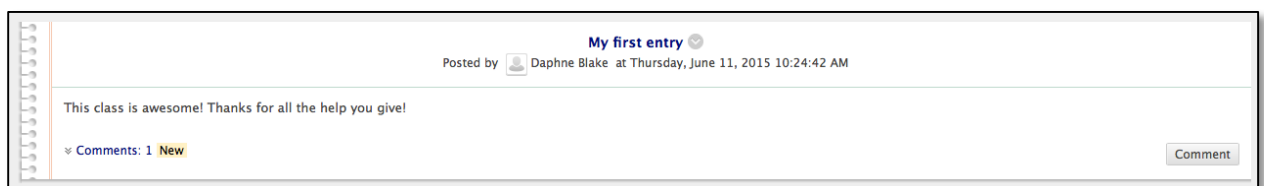
1. To comment and grade journal entries, access the journal from **Needs Grading**, the **Full Grade Center** or by clicking **Course Tools > Journals**.
2. From the journals page, click the name of the journal you wish to grade.



3. Click the drop-down below your name (on the right of the page) to view all course members.



4. Click a student's name with a number.
5. To comment on a journal entry, click the comment button at the bottom of an entry.





6. Type your comment, and click **Add**.

My first entry
Posted by Daphne Blake at Thursday, June 11, 2015 10:24:42 AM

This class is awesome! Thanks for all the help you give!

Comments: 1 New

Comment

Cancel Add

7. Type a point total in the **Grade** box. Note: To edit an existing grade, click in the **Grade** box and change the grade.

Journal Details

Daphne Blake (1)

GRADE
6/11/15 10:24 AM 40/50

FEEDBACK TO LEARNER

Feedback to student

Add Notes

Cancel Save Draft Submit

INDEX

June 2015 (1)
My first entry

8. Type feedback in the **Feedback to Learner** box, or click **Add Notes** to make notes that appear only to you, if desired.
9. Click **Submit** to add the grade, feedback, and grading notes to the Grade Center.