Journals

Journals are a self-reflective tool for students. Only the student and the Instructor are able to view and comment on journal entries. However, Journals can be made public by the Instructor to allow other students to read the entries.

Creating a Journal

In order for students to begin using Journals, a Journal must be created within a given course.

1. From the Control Panel, click Journals under the Course Tools heading.

2. Click the Create Journal button.

3. Under Journal Information:
   3.1. Enter a Name for the Journal (required).
   3.2. Enter a Description of the Journal and/or instructions for completion (optional).

   ![Journal Information
   
   ![This is my first entry into my journal.](image)
4. Under **Journal Availability**, select **Yes** to make the Journal available to students or **No** to make the Journal unavailable.

5. **Under Journal Date and Time Restrictions:**

5.1. Check **Display After** and **Display Until** if date restrictions are desired for the Journal. If this is checked, click on the calendar button to select a desired date and the time button to select a time in which the Journal should be made available and unavailable.

-OR-

5.2. Leave **Display After** and **Display Until** blank to leave the Journal available indefinitely.

6. **Under Journal Settings:**

6.1. Select the desired option for **Index Entries**. This will tell Blackboard how to organize and categorize entries for easy finding later.

6.2. Select to **Allow Users to Edit and Delete Entries** if desired.

6.3. Select to **Allow Users to Delete Comments** if desired.

6.4. Select **Permit Course Users to View Journal** to make the journal visible to other students in the course. Students will still be unable to comment on the Journal. If student comments are desired, consider setting up a Blog.
7. When finished, click **Submit** at the bottom of the page.

**Editing/Deleting a Journal**

1. In the list of available Journals (Control Panel > Course Tools > Journals), click on the **Action Menu** button.

2. In the **Action Menu**:
   
   2.1. Select **Edit** to access current settings
   
   -OR-
   
   2.2. Select **Delete** to remove the journal entirely. **NOTE:** Deleting a Journal will remove all entries and comments contained therein. Deleted Journals are **NOT** recoverable.

**Changing the Availability of a Journal**

1. In the list of Journals (Control Panel > Course Tools > Journals), click the checkbox next to the journal in question.

2. Hover over the **Availability** menu and select the desired option, either **Available** or **Unavailable**.

**Posting Journal Entries**

Instructors can post Journal entries much like students can. They are purely reflective and cannot be read by students unless the journal is made public.

1. In the Journals area (Control Panel > Course Tools > Journals), click on the Journal Title.
2. Click on the **Create Journal Entry** button.

3. On the **Create Journal Entry** screen, enter a title for the entry and enter the body of the entry into the **Entry Message** text box.

   ![Journal Entry Information](image)

   **Entry Message**
   
   I feel challenged by this course.

4. Attach a file if desired.

5. Click **Post Entry** when finished, or click on **Save Entry as Draft** to come back to it later. Drafts can be accessed by clicking on the **View Drafts** button from within the Journal.

**Reading Student Journal Entries/Adding Comments**

When students begin posting Journal entries, they can be read and commented on by the instructor(s) of the course. Other students cannot see journal entries unless the Journal is made public. Students can never comment on other students’ journal entries.

1. From the **Control Panel**, access **Journals** from the **Course Tools** area.

2. If new entries exist in a given Journal, it will be indicated in the **Entries** column of the journal in question. To access this Journal, click on the journal title.

3. Find the **More Journals** area on the right-hand side of the screen. This will list all available journals that have been posted by students. The number in parenthesis indicates the number of journal entries by a given student regardless of the read/unread status of them. The push-pin icon next to a given student indicates an unread entry.

   **NOTE**: Students will not be able to see other students’ entries in the More Journals section unless the journal is made public.

4. Click on a student’s name in the **More Journals** section to access that student’s entries.

5. This page will now display a list of all entries entered by the student. A given entry will be marked as **New** next to the title if the given entry is unread.
6. To comment on an entry:

6.1. Click on the **Comment** button located under the text of an entry.

6.2. When the comment box appears, enter the comment text and click **Add**.

6.3. Comments are listed under the student’s entry text when submitted.
NOTE: Journal comments cannot be edited once posted. They can only be removed. To remove a comment, click on the delete icon.

7. Once the entry had been read, the next student's entry can be accessed by clicking on the student's name in the More Journals box on the right.

Frequently Asked Questions

Q1. If a Journal is deleted, are the entries and comments retained?

A1. No. If a journal is deleted, all entries and comments are also deleted. Deleted journals are not recoverable.

Q2. If a Journal is made unavailable after entries have been made, are the entries and comments retained?

A1. Yes. Entries and comments are retained if a journal is made unavailable. The instructor can also view and comment on entries even if a journal is unavailable to students.

Q3. I want my students to be able to comment on other students' journals. I have set the journal to be view publicly, now what?

A3. Only the student who posted a journal entry and the instructor(s) of the course can comment on a journal. Consider configuring a blog if students are to comment on other students’ entries.