



ECAMPUS TRAINING BASIC

BT 104 v9.1 SP13
JOURNALS

2014



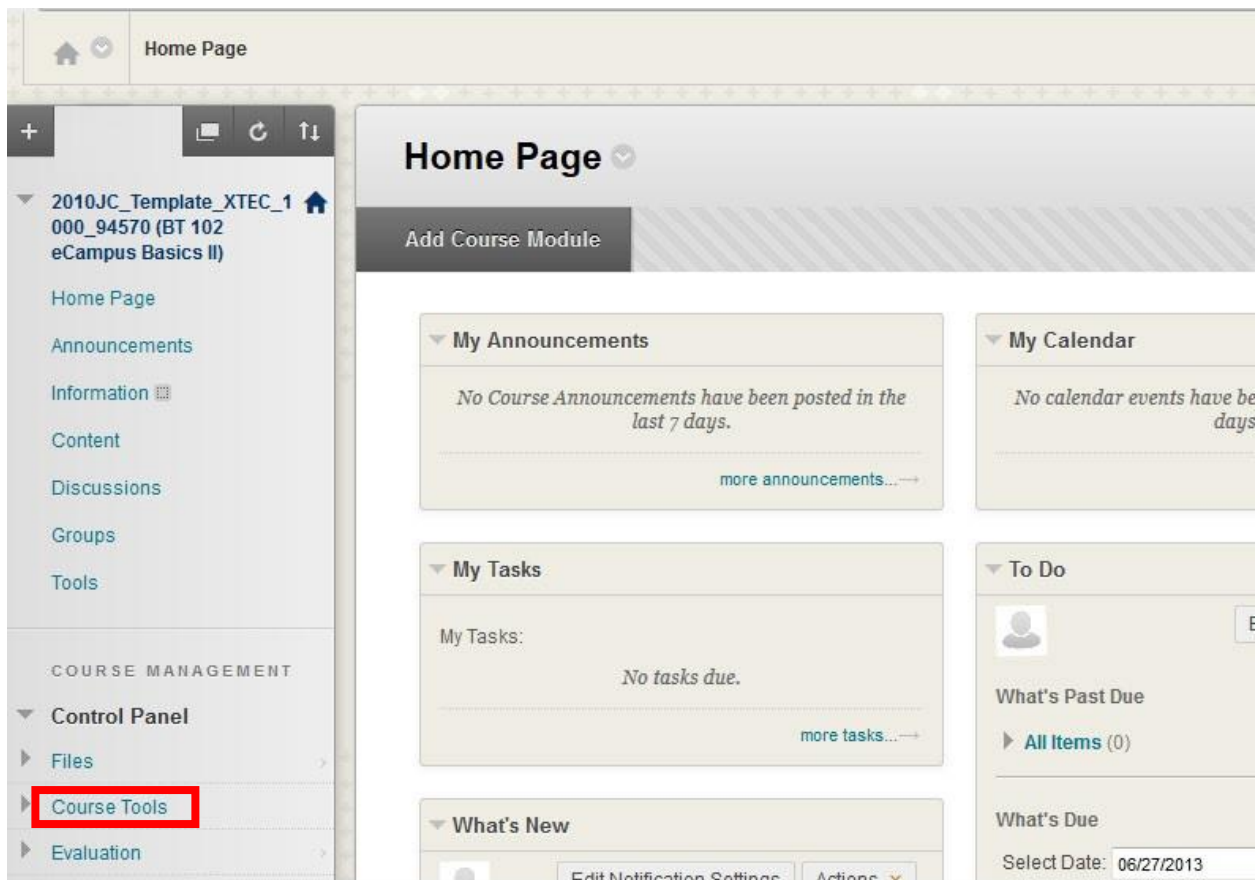
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Journal (Definition)

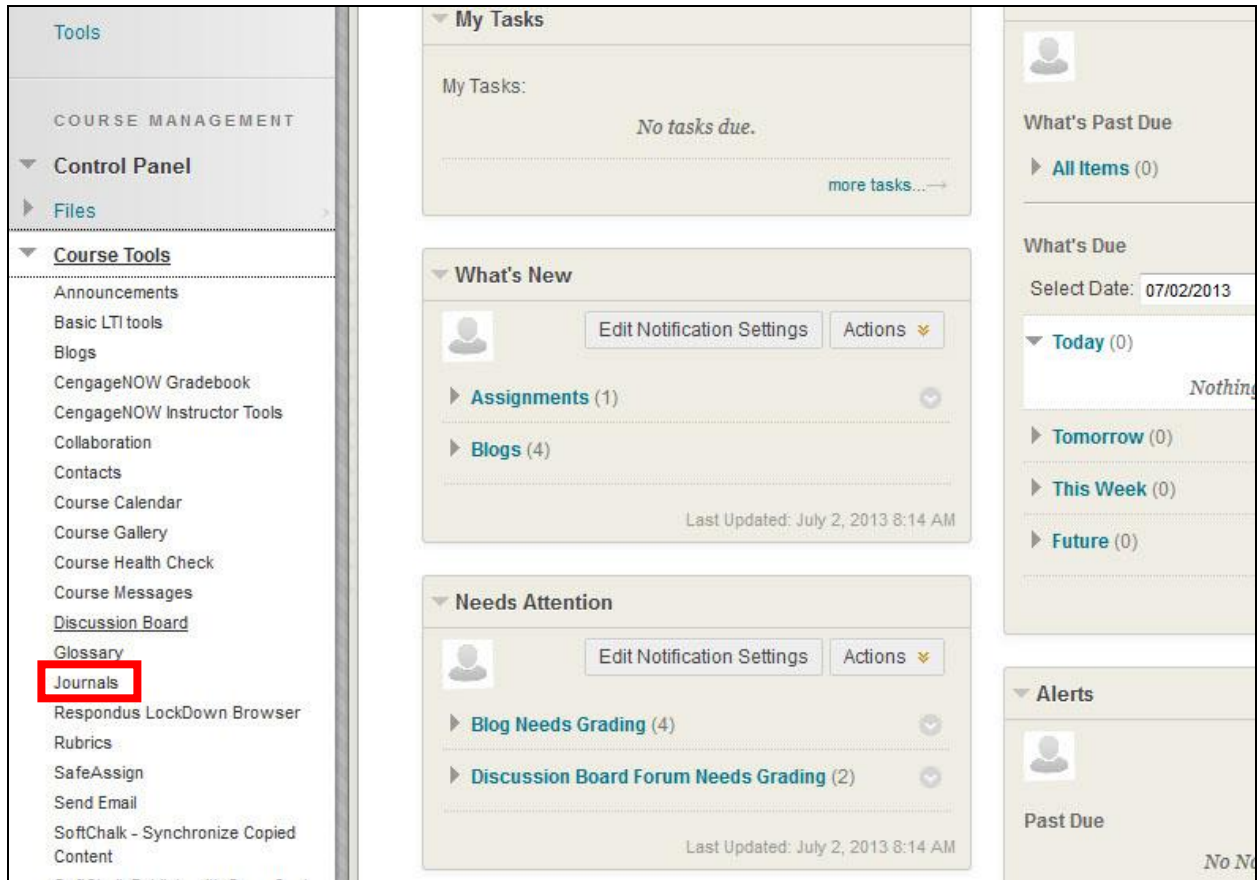
"A **Journal** is a self-reflective (private) tool for students. Only the student and the Instructor are able to Comment on Journal Entries. However, Journals can be made public by the Instructor to allow other enrolled users to read the entries." (from Blackboard)

Creating a Journal



To Create a **Journal**

1. Expand **Control Panel** and select **Course Tools**.



2. Select **Journals**.



3. Select **Create Journal**.

Create Journal

Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course-related materials. [More Help](#)

* Indicates a required field.

Cancel

Submit

1. Journal Information

* Name

Aha Moment

Instructions

The Aha phenomenon has been described as the moment of inspiration or insight. It is relied upon by creative people as part of the creative process and by many people as the moment of something finally making sense to them.

Describe in detail an Aha moment you have experienced. Please be specific.

Path: p Words:52

4. Type a **Name**.

5. Type the **Instructions** (optional).

2. Journal Availability

Journal Availability

Yes No

6. Scroll down and select the desired **Journal Availability**. (**Yes** is the default.)

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

5. Grade Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Journal No grading
 Grade : Points possible :

7. **Limit Availability** (optional)

8. Select the **Journal Settings**:

- a. **Index Entries**: "Select the time frame, weekly or monthly, for indexing Journal Entries. Entries will be grouped under weekly or monthly links." (from Blackboard)
- b. **Journal Checkboxes Options** (optional)

Journals are **private** unless **Permit Course Users to View Journal** is selected.

5. Grade Settings

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Journal

No grading
 Grade : Points possible :

Show participants in "needs grading" status  after every Entries


Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

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

Note in Version 9.1 and later versions, one can **Grade Journals**. You can now determine how many **Entries** a student must submit before the needs grading () icon will appear in the Grade Center.

You can also add a Rubric and show the Rubric to your students. For additional information on Rubrics, please view the Rubrics tutorials located in the **BT101, Manage Content** tutorials.

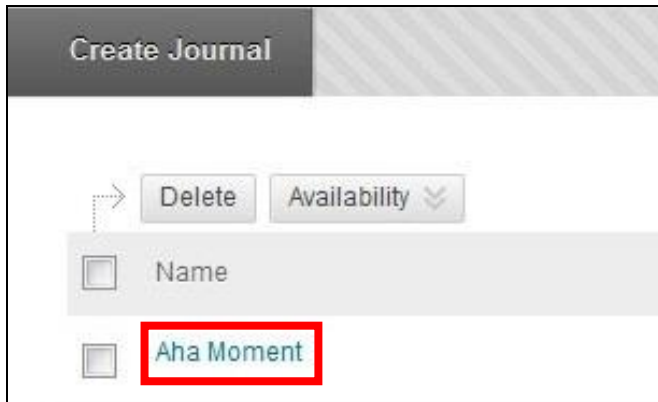
6. Submit

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

Cancel

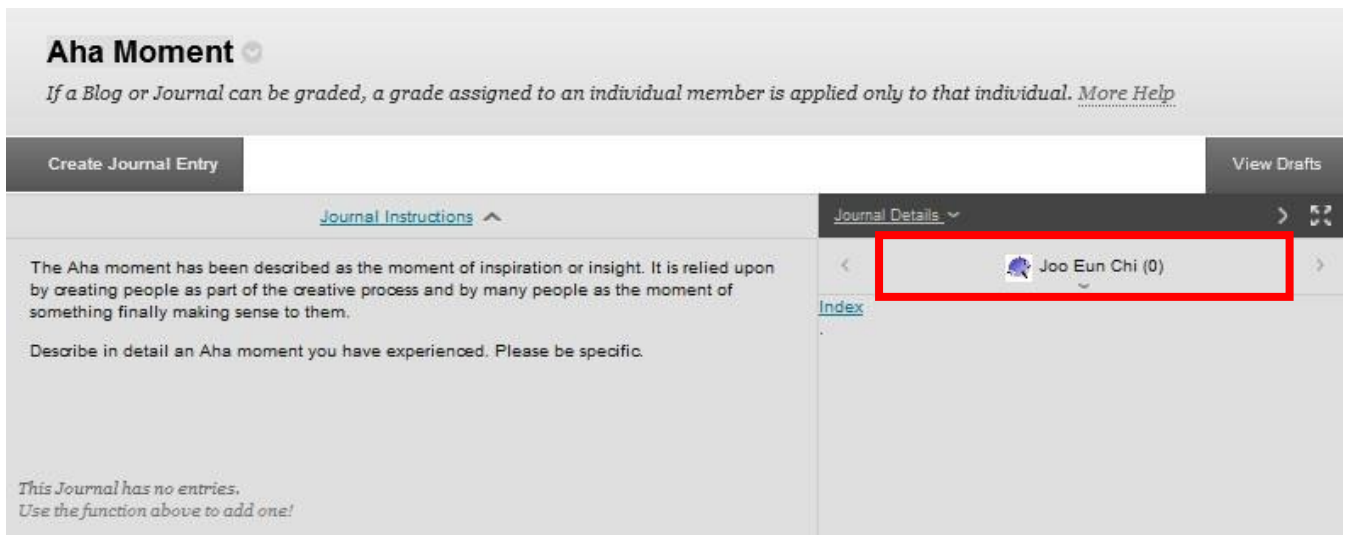
Select **Submit**.

Viewing a Journal's Postings



The newly created **Journal**.

1. To view postings in a Journal, select the journal's name.



Select the name of current **User** to view list of **Journals**.



Students with postings are shown by default.

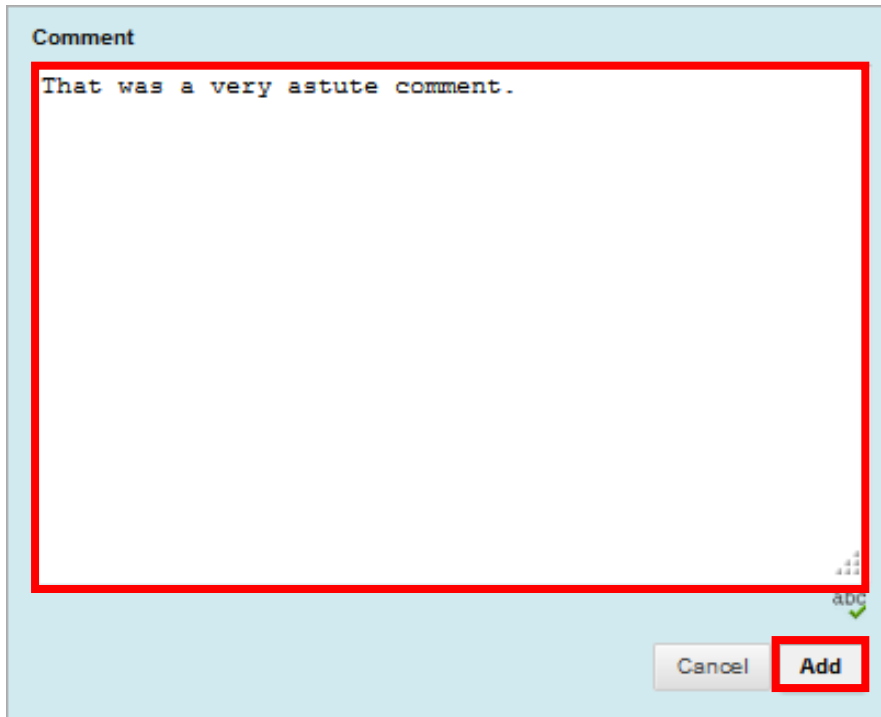
To view all the students, select **Show Empty Journals**.
In this example, of the two students, only one has submitted one **(1)** posting.

2. Select a student's name to view a posting.



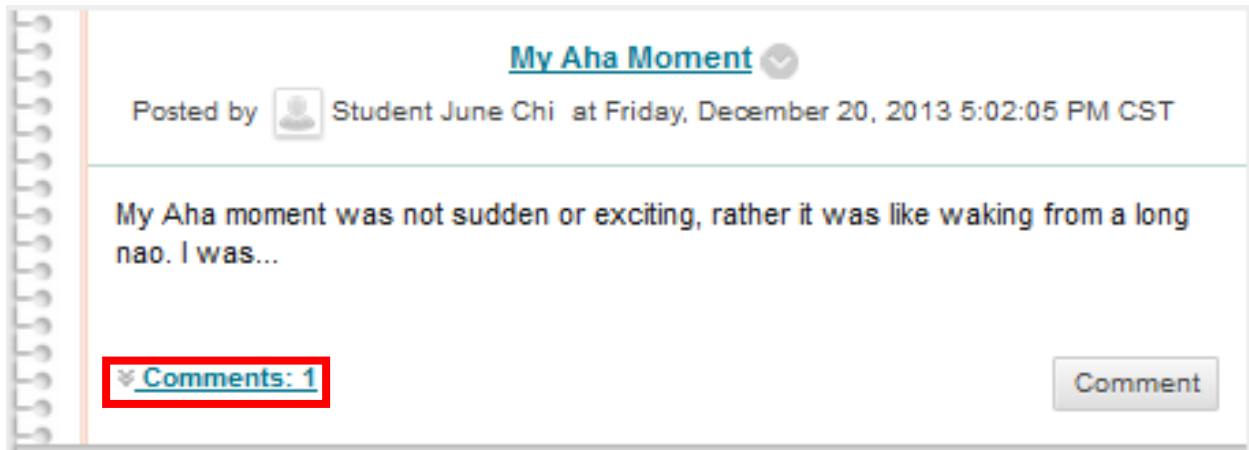
Example of a student's **journal** posting.

3. To post a comment to a student's posting, select **Comment**.



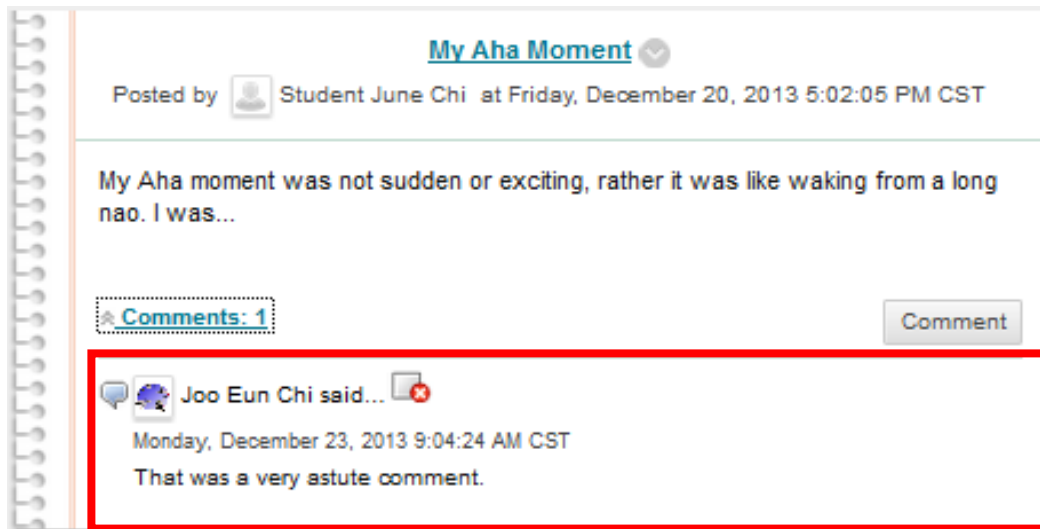
The screenshot shows a light blue comment box titled "Comment". Inside the box, the text "That was a very astute comment." is entered. At the bottom right of the box, there is a small keyboard icon and the text "abc" with a green checkmark. Below the box, there are two buttons: "Cancel" and "Add". The "Add" button is highlighted with a red border.


4. Post your comment and select **Add**.



The screenshot shows a post titled "My Aha Moment" with a dropdown arrow. Below the title, it says "Posted by" followed by a user icon and the name "Student June Chi" and the date and time "at Friday, December 20, 2013 5:02:05 PM CST". The main text of the post reads "My Aha moment was not sudden or exciting, rather it was like waking from a long nao. I was...". At the bottom left, there is a link that says "Comments: 1" with a dropdown arrow, which is highlighted with a red border. At the bottom right, there is a "Comment" button.


5. To view a **Comment**, select **Comments**.






My Aha Moment 

Posted by  Student June Chi at Friday, December 20, 2013 5:02:05 PM CST

My Aha moment was not sudden or exciting, rather it was like waking from a long nap. I was...

[Comments: 1](#) 

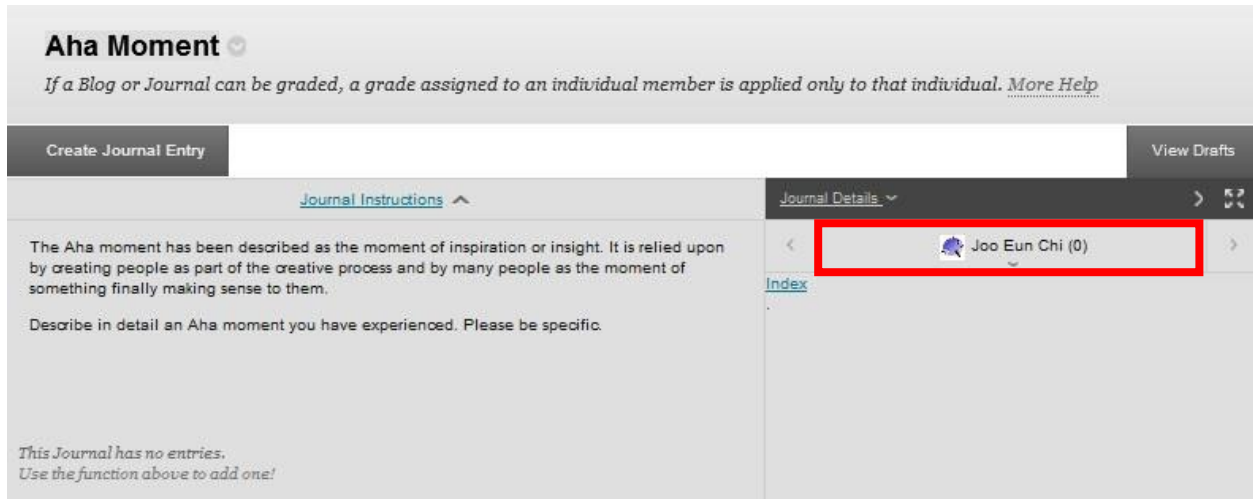
  Joo Eun Chi said... 

Monday, December 23, 2013 9:04:24 AM CST

That was a very astute comment.

Example of a comment.

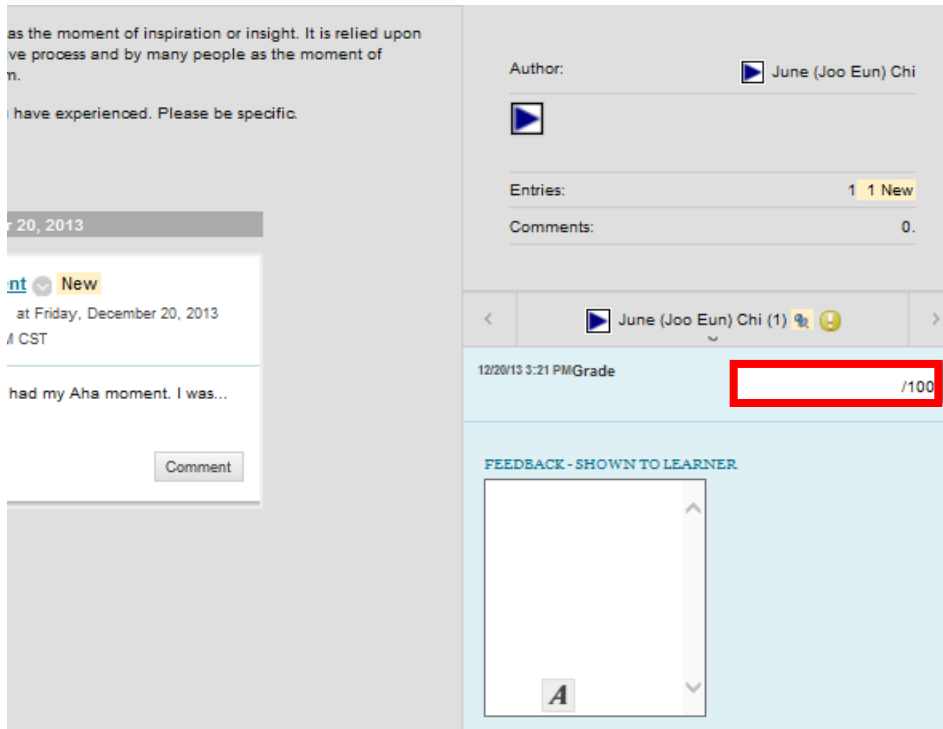
Grading a Student's Journal (Version 9.1 and later Versions)



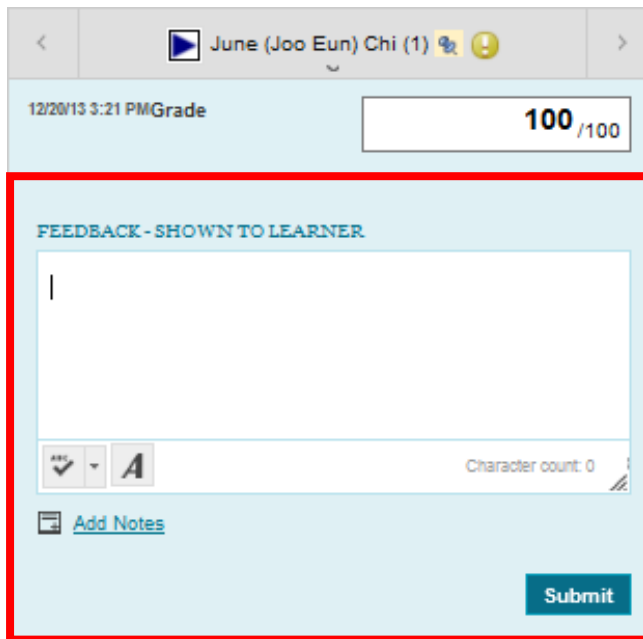
1. To grade a Journal, select the current User name to expand **Journal** list.



2. Select the Journal requiring a grade.



3. Select **Enter Grade**.



4. Enter the desired grade and select **Submit**. Note that you can provide **Feedback** and create some **Grading Notes**.



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