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**.
4. Type a **Name**.

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

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

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

5. To view a **Comment**, select **Comments**.
Example of a comment.

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.
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**.