



Creating Journals

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Journals are personal spaces for students to communicate privately with you. Students can also use journals as a self-reflective tool. They can post their opinions, ideas, and concerns about the course, or discuss and analyze course-related materials.

Access Journals

1. In the course, select **All Course Tools** on the Course Menu.



Note: Instructors can also access Journals through the Course Management panel in the lower left under Course Tools.

2. On the **Course Tools** page, select **Journals**.



Create Journals

3. On the Journal page, select **Create Journal** button.



Journal Settings

4. Under **Journal Information**, give the enter a name and add any instructions for the students.

A screenshot of the "JOURNAL INFORMATION" form. It includes a "Name" field with the text "Week 1 Journal" and an "Instructions" field with the text "Please give your thoughts on the Week 1 reading." A rich text editor toolbar is visible above the instructions field, containing icons for bold, italic, underline, strikethrough, paragraph alignment, text alignment, link, unlink, list, and table.

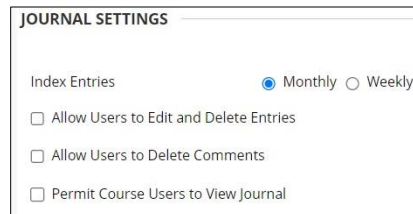
5. Under **Journal Availability**, select whether the students can access the journal. By default, it is on Yes.

A screenshot of the "JOURNAL AVAILABILITY" form. It features a "Journal Availability" label and two radio buttons: "Yes" (which is selected) and "No".

6. Under **Journal Date and Time Restrictions**, set date and time restrictions for when the journal will be accessible to students.

A screenshot of the "JOURNAL DATE AND TIME RESTRICTIONS" form. It has a "Limit Availability" section with two rows. The first row is "Display After" with a checked checkbox, a date field containing "07/13/2022", a calendar icon, a time field containing "12:00 PM", and a clock icon. The second row is "Display Until" with a checked checkbox, a date field containing "07/20/2022", a calendar icon, a time field containing "11:59 PM", and a clock icon.

- Under **Journal Settings**, select whether the Journal will be a **Monthly or Weekly** Journal. Instructors can also choose to allow students to edit and delete their entries, delete comments and permit other students to view student's journal entries.



JOURNAL SETTINGS

Index Entries Monthly Weekly

Allow Users to Edit and Delete Entries

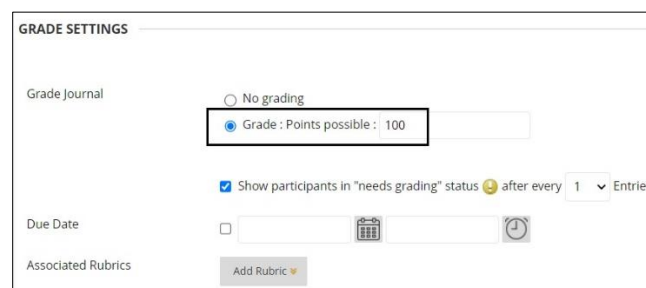
Allow Users to Delete Comments

Permit Course Users to View Journal

Note: Journals are designed to be between the instructor and the student only. Instructors can allow other students to view journal entries but other tools such as Blogs might be better for this purpose.

Note: It is not recommended to allow students to edit or delete their entries or delete comments. These entries could be deleted on accident and cannot be retrieved once deleted.

- Under **Grade Settings**, instructors can set a Journal to be graded and assign points. If selected, this will automatically create a column in the Full Grade Center.



GRADE SETTINGS

Grade Journal No grading Grade : Points possible : 100

Show participants in "needs grading" status after every 1 Entries

Due Date

Associated Rubrics

For more information access [Journals](#)

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu