JOURNALS



Journals	<b>How to create and edit a</b> are a self-reflective tool that allow and analyze Course related mater Make sure <b>Edit Mode</b> is <b>ON</b> .	vs Students to post their personal reflections about the Course or
Step 2	Open a <b>content area</b> by clicking on it in the course menu.	+   * FACIT101 (Facit   * Training)   t   Home Page   Information   Content   Content   Discussions   Groups
Step 3	Hover your mouse over the <b>Add Interactive Tool</b> menu, and then click <b>Journal</b> from the menu.	Build Content       Create Assessment       Add Interactive Tool         1       Wikis       > Discussion Board         2       Wikis       > Ournal         3       Journal       > Wiki         4       Journal       > Create         2       Journal       > Ournal         3       Virtual Classroom       > Virtual Classroom
Step 4	Click <b>Create New Journal</b> Note: You can either create a <b>new Journal</b> or <u>add a link</u> to existing Journal	Create New Journal
Step 5	<ul> <li>Journal Information:</li> <li>Name: Type a name of the journal.</li> <li>Instructions: Type in instructions for the journal.</li> </ul>	Journal Information         * Name       Journal         Instructions       Blackboard Tutorials will be useful and helpful
Step 6	<ul> <li>Journal Availability:</li> <li>Select the Yes or No option to make it available or unavailable to students.</li> </ul>	Journal Availability Journal Availability  O Yes O No



Step 7	Journal Date and Time Restrictions: • Select Date and time	3. Journal Date and	Time Restrictions
		Limit Availability	🗹 Display After 03/20/2011 🛛 👔 06:05 PM 👘 💿
			Enter dates as mm/dd/yyyy, Time may be entered in any increment.
			Display Until 03/21/2011     Im 07:05 PM     Im     Enter dates as mm/dd/yyyy. Time may be entered in any increment.
	Restrictions: Click the checkboxes to enable and choose dates to Display After and Display Until.		Enter dates as minudo/yyyy, some may be entered in any incomment.
Step 8	Journal Settings:	4. Journal Set	tings
Otop 0	<ul> <li>Index Entries: Click Monthly or Weekly to choose the time frame of index entries.</li> <li>Click the check box to Allow users to Edit and</li> </ul>	Index Entries	Monthly
		index Entres	Indexing will organize entries by the chosen ti
			Weekly
		Allow Users to	Edit and Delete Entries
		Allow Users to	Delete Comments
	Delete Entries.	Permit Course U	Jsers to View Journal
	<ul> <li>Click the check box to Allow users to Delete</li> </ul>	Grade Journal	No grading
	Comments.		Grade : Points possible : 15
	<ul> <li>View Journal.</li> <li>Grade Journal: Select No grading or the Grade option and type the number of Points possible.</li> </ul>		
Step 7	Click to <b>Submit</b> .	Submit	
Step 8	<ul> <li>Create Link (if cross linking to another Journal):</li> <li>Select Link to the Journal Page or Link to a Journal.</li> </ul>	Create Link: J	ournal
•		010000000 000 000 000	ge, link to a specific Journal , or create a new Journal.
		Link to the Journa	Self Self III
		Link to a Journal	
	• Link to a Journal: Select the Journal to link to.	Link to a Journal	Select Journal below Journal #1 Journal 1 Reflection #1
Step 9	Click Next.	Cancel Next	



Step 10	Link Information:	1. Link Inform	ation		
		🛧 Link Name	Journal		
	Link Name: Type the Link Name	Color of Name	Black		
	• Color of Name: Select a	Link	Journal		
	color for the journal link.	Text			
	• <b>Text</b> : Type the specific description of the link	Blackboard Tutorials v	will be useful and helpful		
Step11	Options:	2. Options			
•	•	Available	😁 Yes 🕐 No		
	• Available: Click Yes or No	Track Number of Views	e Yes ⊙ No		
	to make this link available to students enrolled in the	Date Restrictions	Display After 03/20/2011	06:39 PM	
	course.		Display Until 03/21/2011	07:39 PM	
	<ul> <li>Track Number of Views: Click Yes or No to enable tracking for the Journal.</li> <li>Select Date and time Restrictions: Click the checkboxes to enable and choose dates to Display After and Display Until.</li> </ul>				
Step 12	Click to <b>Submit</b> .	Submit			
Editing a Journal					
Step 1	Click on the <b>Journal</b> from the course menu	* FACIT101 (Facit Training)			
		Home Page			
		Information			
		Content			
		Discussions			
		Groups			
		Tools			
		Help			
		Journal 🗷			



Step 2	Select <b>Journal</b> .	Journal   Build Content   Create Assessme     1   Journal   Example of Journal
Step 3	Click the <b>Action Menu</b> , then <b>Edit</b> .	Delete Availability   Name   Journal #1   Journal 1   Journal is r   Open   Reflection #   Edit   Delete
Step 4	Make <b>Edits</b> . Click <b>Submit</b> .	Submit
	lotes:	