JOURNALS



Journals	How to create and edit a are a self-reflective tool that allow and analyze Course related mater Make sure Edit Mode is ON .	vs Students to post their personal reflections about the Course or
Step 2	Open a content area 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 Add Interactive Tool menu, and then click Journal 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 Create New Journal Note: You can either create a new Journal or <u>add a link</u> to existing Journal	Create New Journal
Step 5	 Journal Information: Name: Type a name of the journal. Instructions: Type in instructions for the journal. 	Journal Information * Name Journal Instructions Blackboard Tutorials will be useful and helpful
Step 6	 Journal Availability: Select the Yes or No option to make it available or unavailable to students. 	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	 Index Entries: Click Monthly or Weekly to choose the time frame of index entries. Click the check box to Allow users to Edit and 	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
	 Click the check box to Allow users to Delete 	Grade Journal	No grading
	Comments.		Grade : Points possible : 15
	 View Journal. Grade Journal: Select No grading or the Grade option and type the number of Points possible. 		
Step 7	Click to Submit .	Submit	
Step 8	 Create Link (if cross linking to another Journal): Select Link to the Journal Page or Link to a Journal. 	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			
	• Text : 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	
	 Track Number of Views: Click Yes or No to enable tracking for the Journal. Select Date and time Restrictions: Click the checkboxes to enable and choose dates to Display After and Display Until. 				
Step 12	Click to Submit .	Submit			
Editing a Journal					
Step 1	Click on the Journal from the course menu	* FACIT101 (Facit Training)			
		Home Page			
		Information			
		Content			
		Discussions			
		Groups			
		Tools			
		Help			
		Journal 🗷			



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