

[Help for Students](#) > [Tools](#) > Journals



[Copy Link](#) [Email Link](#)

Audience: [Students](#)

Journals

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

Journals are a personal space for you to communicate privately with your instructor. You can also use a journal as a self-reflective tool to post your opinions, ideas, and concerns about your course, or discuss and analyze course related materials. For example, you can describe problems you faced and how you solved them. Your instructor can direct journal entries to be more formal in nature and narrower in focus by listing topics for discussion.

Your instructor can choose to make journal entries public, allowing all course members to view all entries. You can read what other students wrote and build on those ideas.

When used in the group area, members of a group can view and comment on each other's entries for a group journal. The group can communicate with their instructor as a whole and all members can benefit from the comments made.

Your instructor can grade group journals and apply the grade to every member of the course group. Journal entries can also be used specifically for communication. In either instance, you can make multiple entries for one journal topic.

The Journal topic page is divided into two main sections. You can view the **Instructions** in the [content frame](#). Click the **X** to collapse the Instructions. In the side panel, you can view information about the journal. Expand and collapse sections in the side panel using the double arrows.

The screenshot shows the Blackboard Journals interface for a topic titled "Earth Science Project Topics". The interface is divided into several sections:

- Header:** Includes a "Create Journal Entry" button (labeled A) and a "View Drafts" button (labeled B).
- Instructions:** A text box containing instructions for the journal assignment, with a close button (labeled C).
- Journal Entry:** A section titled "Volcanoes" (labeled D) posted by Alyssa Dubois on Monday, February 7, 2011. The entry text discusses the author's interest in volcanoes and mapping the surface. It includes a "Comments: 0" link (labeled E) and a "Comment" button.
- About this Journal:** A sidebar section showing the author (Alyssa Dubois), number of entries (1), and comments (0) (labeled F).
- Journal Grade:** A sidebar section showing the grade for Alyssa Dubois (Grade: -- out of 20.0, Grade Date: --, Feedback: --) (labeled G).
- More Journals:** A sidebar section showing a list of journals, including "Alyssa Dubois (1)" and "Dwight Paul (1)" (labeled H).
- Index:** A sidebar section showing a date range "Feb 6, 2011 - Feb 12, 2011(1)" and a link to "Volcanoes" (labeled I).
- Legend:** A legend at the bottom right indicating that a blue star icon indicates new entries and a blue speech bubble icon indicates new comments.

A Create Journal Entry: Create a journal entry using the **Create Journal Entry** function. You can make another

journal entry for a topic at any time. For example, your instructor may add a comment requesting that you clarify what has been written before a grade is assigned or suggest a topic for another entry.

- B View Drafts:** Access any entries saved as drafts. Click **View Drafts** on the Action Bar.
- C Journal Entry:** Your journal entries appear in the content frame following the **Instructions**.
- D Comments:** Following an entry, you can see if comments were made. Click the link to view comments.
- E Comment:** You can add comments by clicking **Comment**.
- F About this Journal:** In the side panel, view the journal information in the **About this Journal** section.
- G Journal Grade:** The **Journal Grade** section appears if a journal is set to be graded. You can see if your journal entries have been graded..
- H More Journals:** View other journal entries made by other course members in the **More Journals** section.
- I Index:** View the titles of your selected entries for either the week or the month in the **Index** section, determined by the settings your instructor selects during journal creation. The most recent entry title appears first.

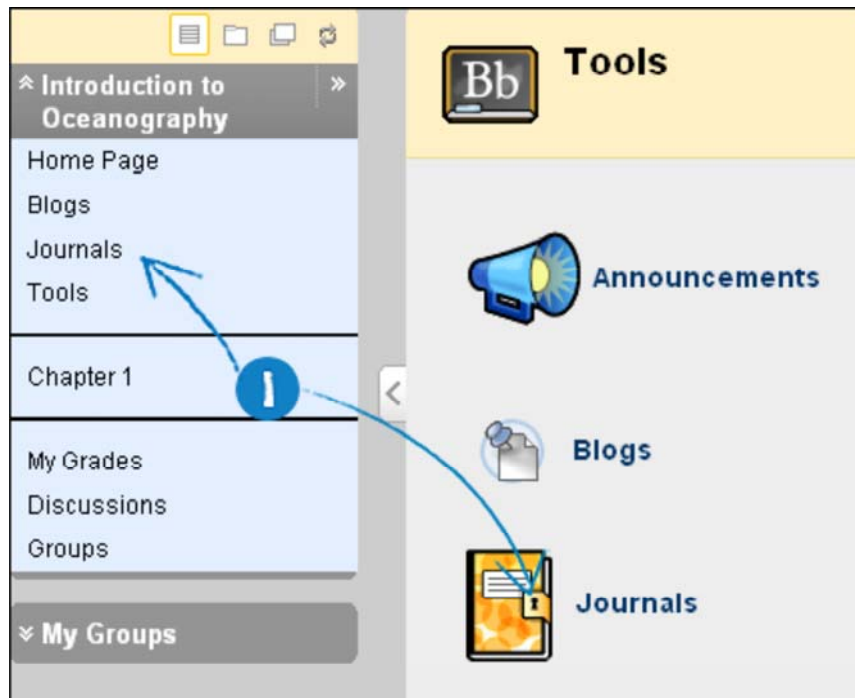


How to Access a Journal


1. On the Course Menu, click **Journals**.

-OR-


On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.




Journals

Discipline in the Classroom 

Visibility: **Private**
Last Modified Date: 5/10/10 9:57 AM
Entries: 0

Earth Science Project Topics 2

Visibility: **Public**
Last Modified Date: 2/7/11 12:21 AM
Entries: 2(1 new)

Gifted and Talented Education Unit 

Visibility: **Private**
Last Modified Date: 5/10/10 9:57 AM
Entries: 0



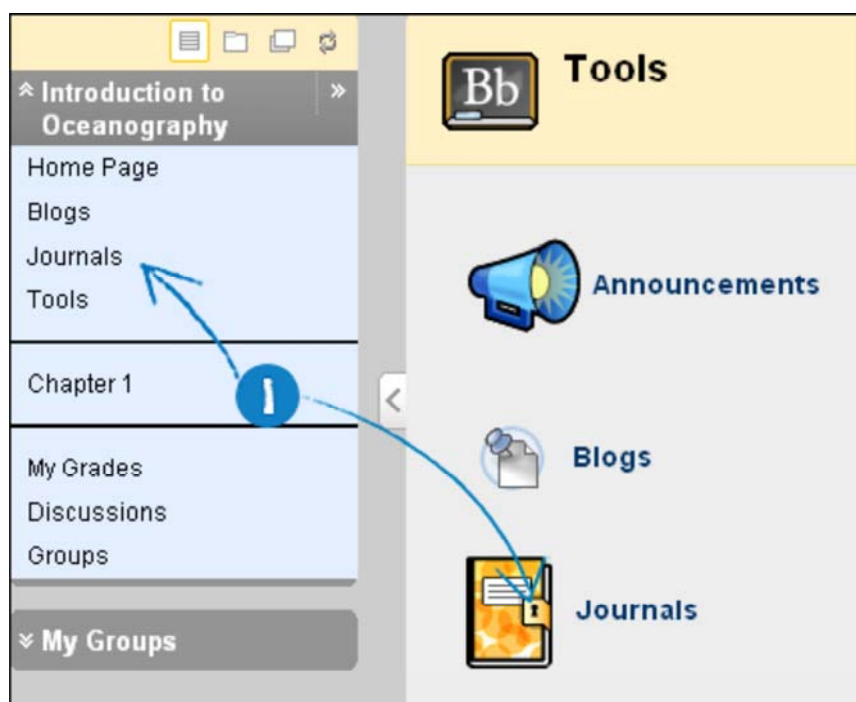
How to Create a Journal Entry

Only your instructor can create a journal topic, but once created, you can create entries. The journal topics appear in alphabetical order on the Journals listing page. Create and post journal entries or save them in draft form for later posting.

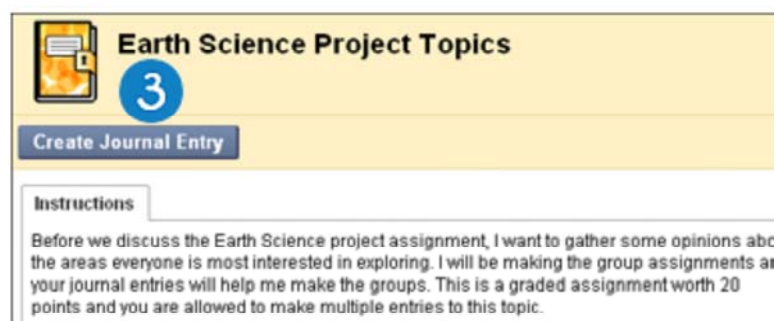
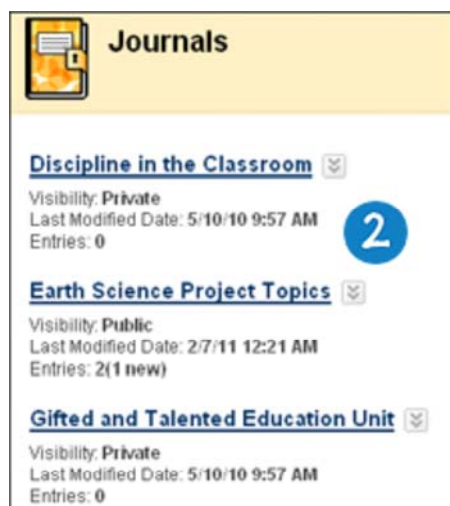
1. On the Course Menu, click **Journals**.

-OR-

On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.
3. On the **Journal** topic page, click **Create Journal Entry**.



4. On the **Create Journal Entry** page, type an **Entry Title**.
5. Type the text in the **Entry Message** text box.
6. Alternatively, in the **Attach File** field, attach a file using one of the following options:
 - ⌘ To upload a file from your computer, click **Browse My Computer**.
 - ⌘ To upload a file from the course's storage repository:
 - ⌘ If Course Files is the course's storage repository, click **Browse Course**.
 - OR-
 - ⌘ If your school licenses content management, click **Browse Content Collection**.

Note: Files added by students are private and stored in a secure location. These files are not

accessible through the course.

7. Click **Post Entry**.

-OR-

Click **Save Entry as Draft** to save the entry for later posting.

Create Journal Entry

★ Indicates a required field.

Cancel Save Entry as Draft Post Entry

1. Journal Entry Information

★ Title **4** Oceanography

Entry Message

Text Editor is: ON

I am interested in exploring the topics related to the oceanography section of our course studies. T guest speaker last week just sparked my interest. **5**

Path: [body](#)

2. Journal Entry Files **6**

Attach File Browse My Computer Browse Content Collection

3. Submit **7**

Cancel Save Entry as Draft Post Entry

Note: If your instructor has associated a rubric with the journal and made it available to students, click **View Rubric** in the **Journal Grade** section to display grading criteria.

Journal Grade

Grade for: Alyssa Dubois

Grade: — out of 20 View Rubric

Grade Date: —

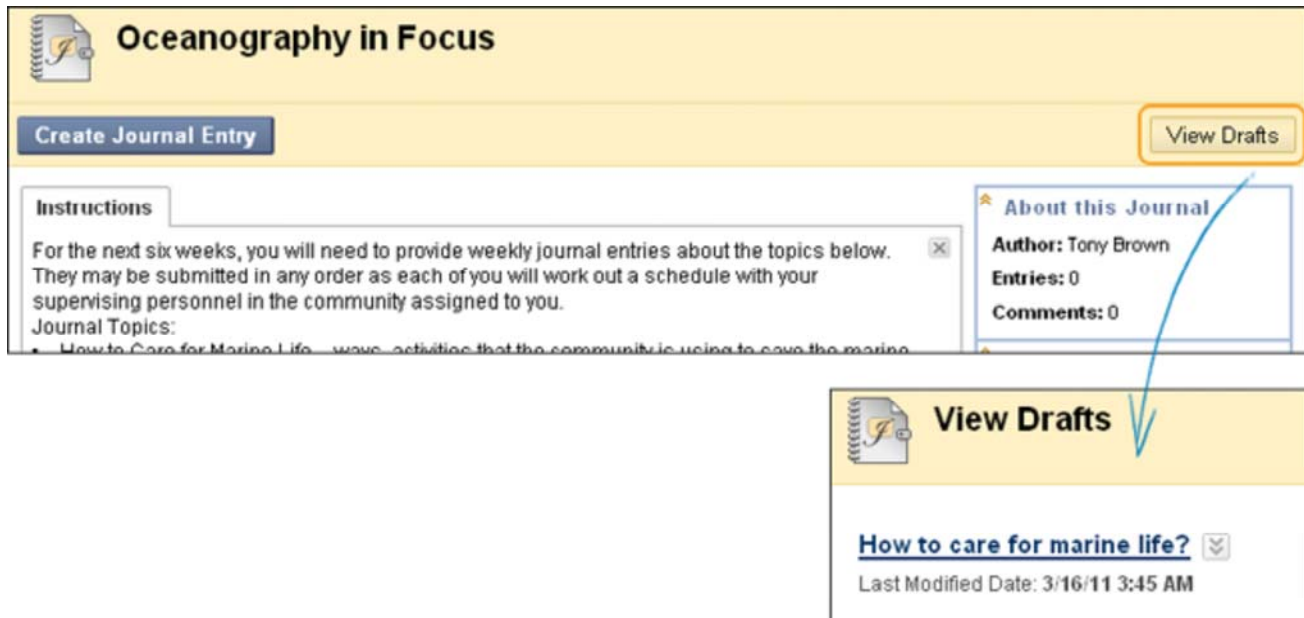
Feedback: —

If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible.



Viewing Journal Drafts

You can save journal entries to post later by clicking **Save Entry as Draft**. You can view these drafts by clicking **View Drafts** on the main journal page.



How to Comment on a Journal Entry

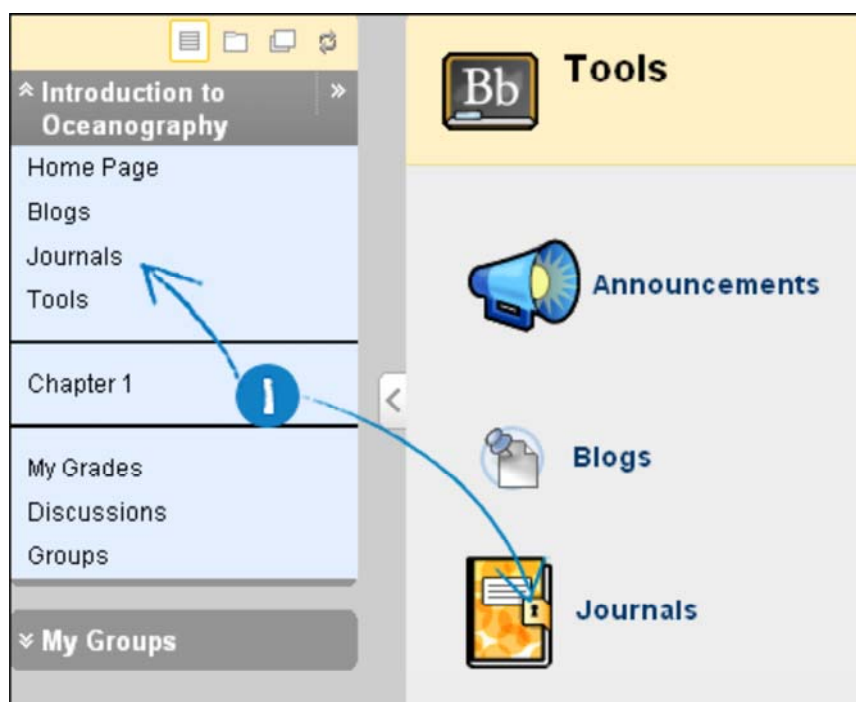
You can create comments to journal entries if commenting is allowed by your instructor. You can add a comment after your instructor comments on an entry to continue the conversation.

You cannot make comments on another user's journal entry, even if the journal has been made public. Users can only comment on another user's entry when they are members of a group. For group journals, all group members and their instructor are allowed to make comments on individual entries.

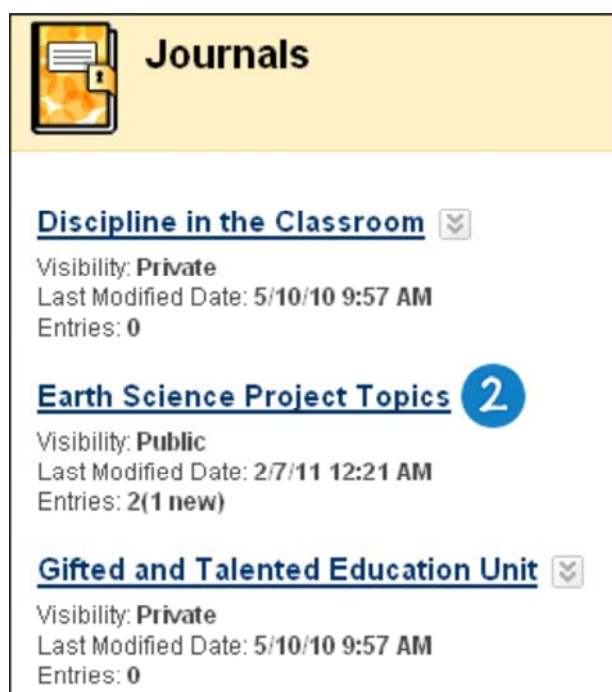
1. On the Course Menu, click **Journals**.

-OR-


On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.



3. On the **Journal** topic page, click **Comment** for the selected entry.
4. Type a comment in the **Comment** field.
5. Click **Add**.



Earth Science Project Topics

Create Journal Entry


Instructions

Monday, February 7, 2011


Oceanography


Posted by Dwight Paul at Monday, February 7, 2011 12:12:34 AM EST

I am interested in exploring the topics related to the oceanography section of our course studies. The guest speaker last week just sparked my interest.

 [Comments: 0](#) [Comment](#)

Comment







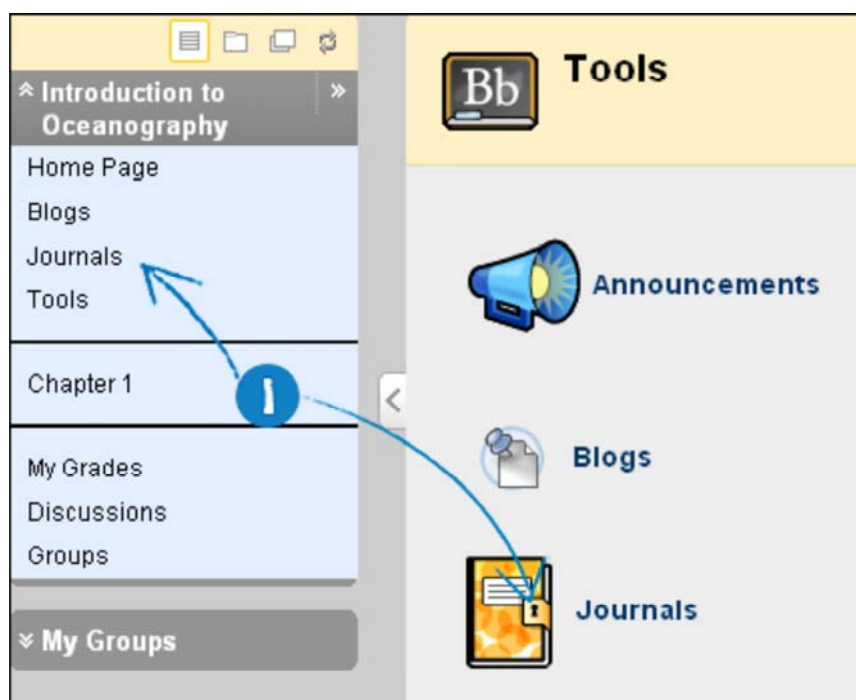
How to Edit a Journal Entry

You can edit your journal entries if your instructor allows it. However, if you edit gradable journal entries, the original graded entry will be lost.

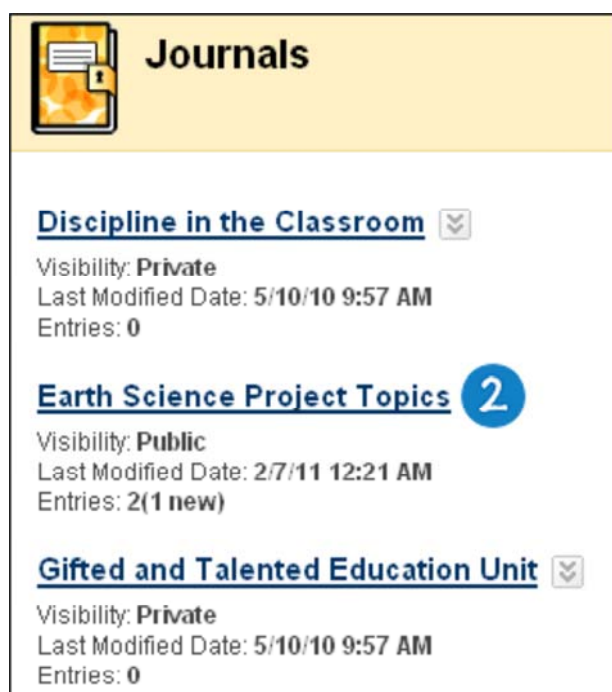
1. On the Course Menu, click **Journals**.

-OR-

On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** listing page, select a journal to open.



3. On the **Journal** topic page, select **Edit** from the contextual menu for the journal entry.

Earth Science Project Topics

Create Journal Entry

Instructions

Monday, February 7, 2011

Oceanography ▾

Posted by Dwight Paul at Monday, February 7, 2011

I am interested in exploring the topics related to the oceanography studies. The guest speaker last week just sparked my interest.

[Comments: 0](#)

Comment

> Edit 3

> Mark as New

> Delete

4. On the **Edit Journal Entry** page, make the necessary changes.
5. Click **Post Entry**.

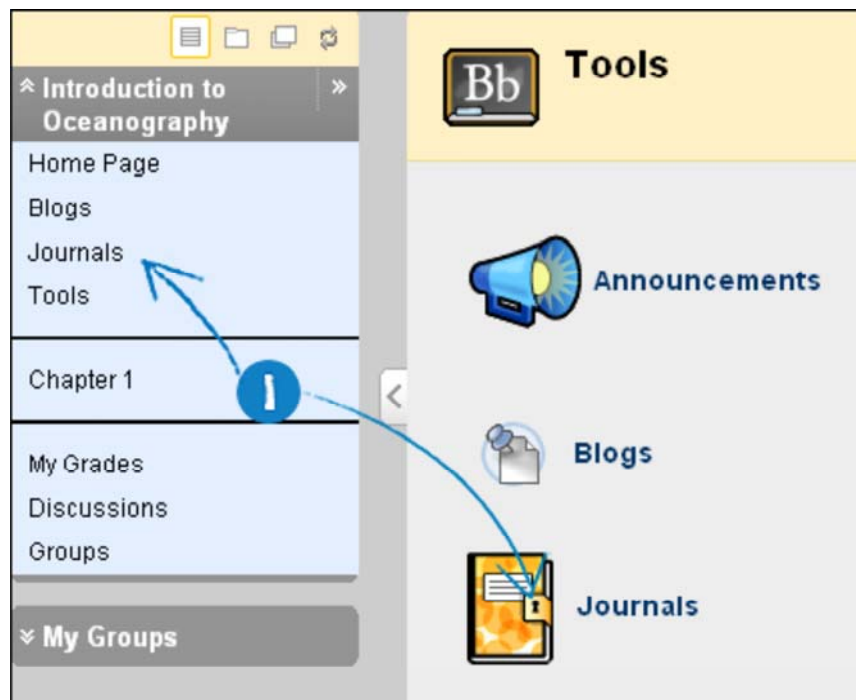
How to Delete a Journal Entry

You can delete your journal entries if your instructor allows it. However, if you delete gradable journal entries, the original graded entry will be lost.

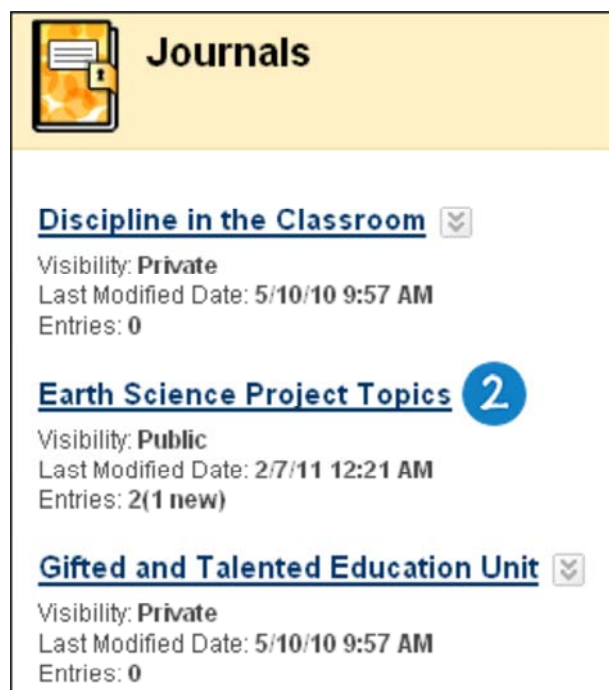
1. On the Course Menu, click **Journals**.

-OR-

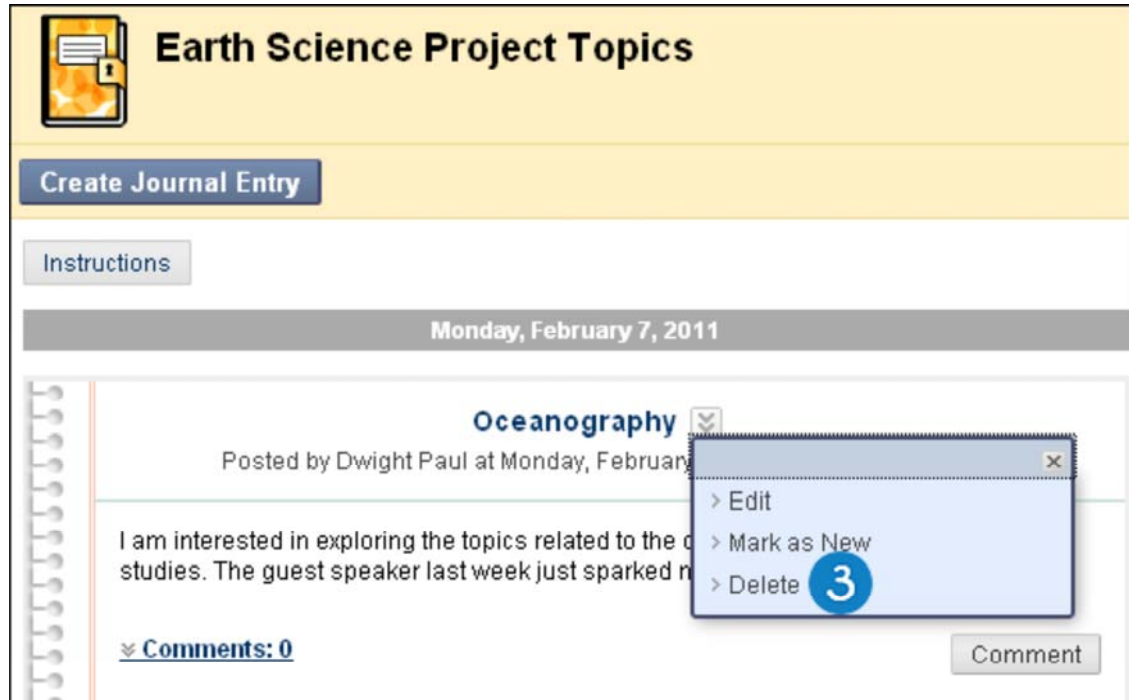
On the Course Menu, click **Tools** and then click **Journals**.



2. On the **Journals** list page, select a journal to open.



3. On the **Journal** topic page, select **Delete** from the contextual menu for the journal entry. This action is final and cannot be undone.



Earth Science Project Topics

Create Journal Entry

Instructions

Monday, February 7, 2011

Oceanography ▾

Posted by Dwight Paul at Monday, February 7, 2011 12:19:02 AM EST

I am interested in exploring the topics related to the oceanography studies. The guest speaker last week just sparked my interest.

▾ Comments: 0

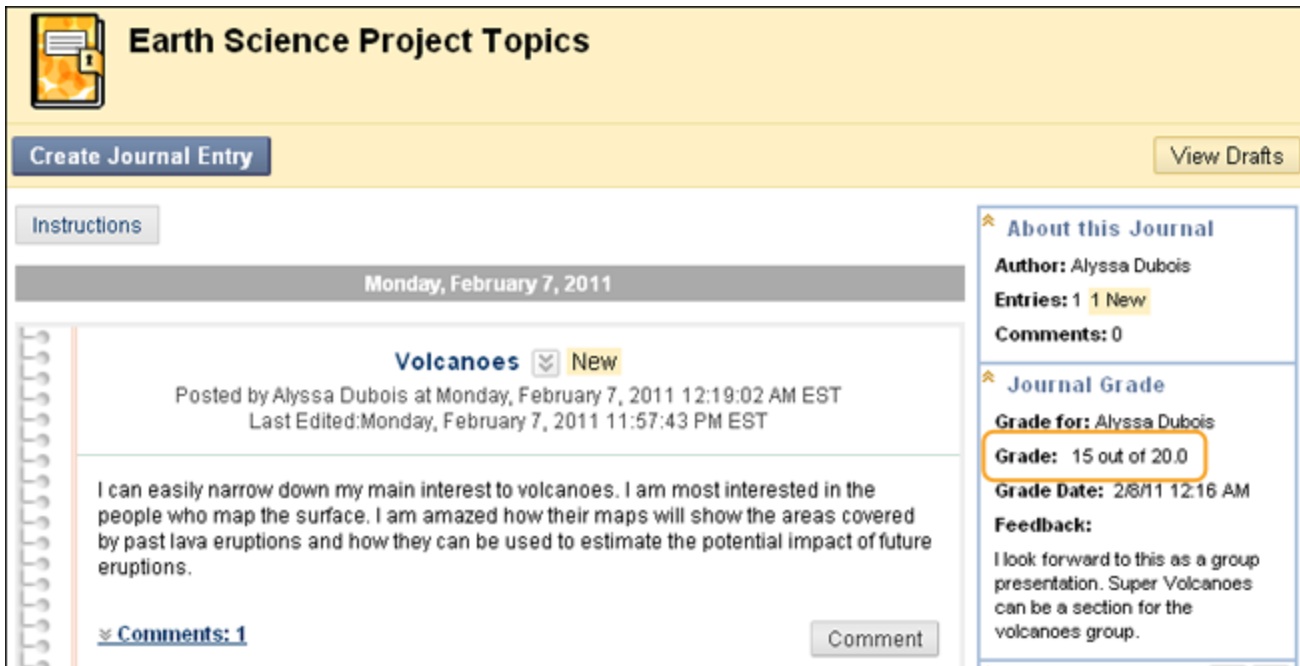
Comment

> Edit
> Mark as New
> Delete 3



Viewing Journal Grades

When your journal entries have been graded, you can view your grade in two places. The grading information appears under the **Journal Grade** section on the **Journal** topic page and in the **My Grades** tool. Any feedback and the date the grade was assigned also appear in these areas.



Earth Science Project Topics

Create Journal Entry View Drafts

Instructions

Monday, February 7, 2011

Volcanoes ▾ New

Posted by Alyssa Dubois at Monday, February 7, 2011 12:19:02 AM EST
Last Edited: Monday, February 7, 2011 11:57:43 PM EST

I can easily narrow down my main interest to volcanoes. I am most interested in the people who map the surface. I am amazed how their maps will show the areas covered by past lava eruptions and how they can be used to estimate the potential impact of future eruptions.

▾ Comments: 1

Comment

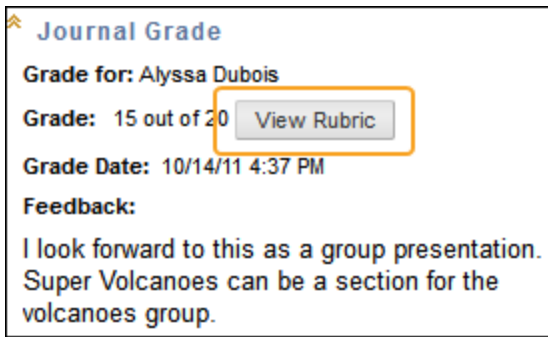
About this Journal

Author: Alyssa Dubois
Entries: 1 1 New
Comments: 0

Journal Grade

Grade for: Alyssa Dubois
Grade: 15 out of 20.0
Grade Date: 2/6/11 12:16 AM
Feedback:
I look forward to this as a group presentation. Super Volcanoes can be a section for the volcanoes group.

Note: If your instructor has used a rubric for grading and made it available to students, click **View Rubric** to display detailed grading information.



Journal Grade

Grade for: Alyssa Dubois

Grade: 15 out of 20 [View Rubric](#)

Grade Date: 10/14/11 4:37 PM

Feedback:

I look forward to this as a group presentation. Super Volcanoes can be a section for the volcanoes group.

If there is no associated rubric or your instructor has not made it available, the **View Rubric** button will not be visible



Troubleshooting Journal Management

- ⌘ If your instructor deleted the journal while you are posting, the journal and all comments are deleted.
- ⌘ If a journal is made unavailable while you are posting, the journal remains visible to your instructor in **Edit** view but is not displayed to you.
- ⌘ If the **Allow Users to Edit and Delete Entries** setting is changed, entries remain but you cannot edit them.
- ⌘ If the **Allow Users to Delete Comments** setting is changed, comments remain but you cannot edit them.

