

## How to use a Private Journal on Blackboard – Instructor’s Version Goucher College

### What is a Journal?

A journal is a type of a private “blog” or web log used on blackboard that is seen only by the student and the instructor.



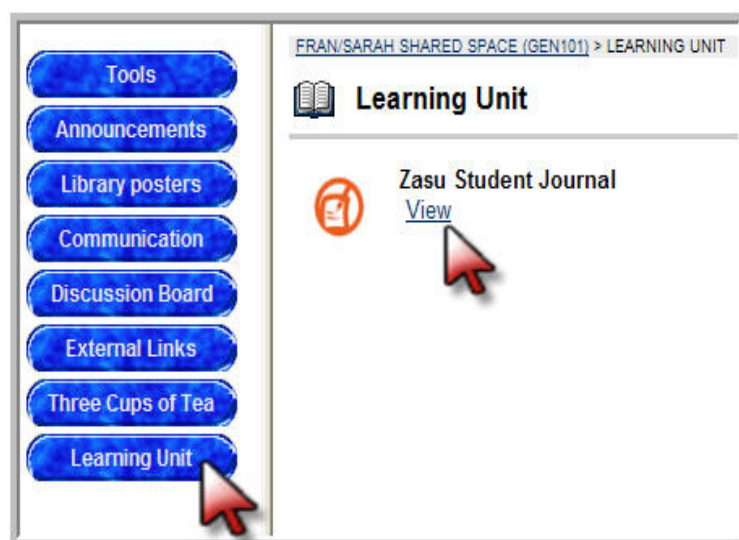
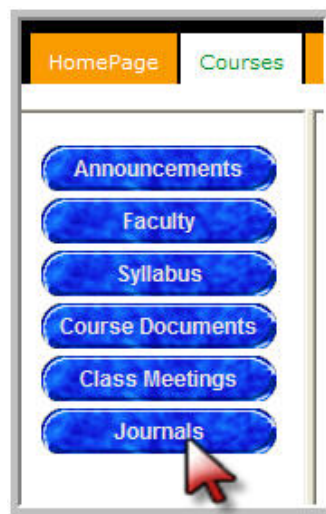
Instructors who are interested in building engaging online learning environments will appreciate what journals can do to encourage student-to-faculty communication.

The course instructor is the only one who can create a private journal for a student to use.

To provide access to the journal, the instructor may create a [Journals Navigation Button](#).

The journal might also be placed in a [Learning Unit](#) or it may be accessed from the [Tools](#) section.

After the student logs into his course, he will select the correct navigation button, and click on [View](#) to open the journal.



## Basic Journal Functions

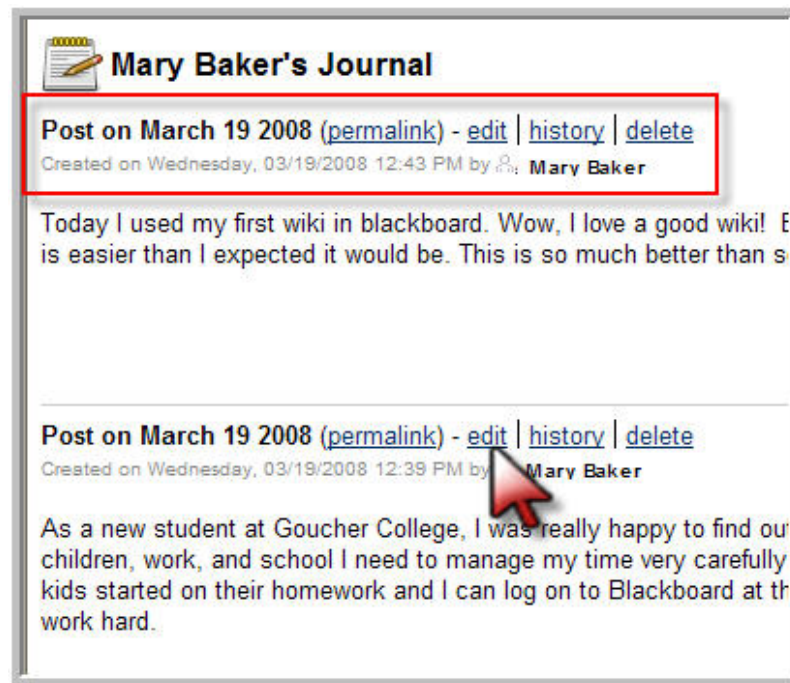
The journal opens and you can see that each entry in the journal begins with the **Post** date.

On the same line, the journal author can click on...

[edit](#) to change the entry, ...click on

[history](#) to find past edits, ...or click on

[delete](#) to remove that posting.



**Mary Baker's Journal**

**Post on March 19 2008** ([permalink](#)) - [edit](#) | [history](#) | [delete](#)  
Created on Wednesday, 03/19/2008 12:43 PM by **Mary Baker**

Today I used my first wiki in blackboard. Wow, I love a good wiki! E is easier than I expected it would be. This is so much better than s

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**Post on March 19 2008** ([permalink](#)) - [edit](#) | [history](#) | [delete](#)  
Created on Wednesday, 03/19/2008 12:39 PM by **Mary Baker**

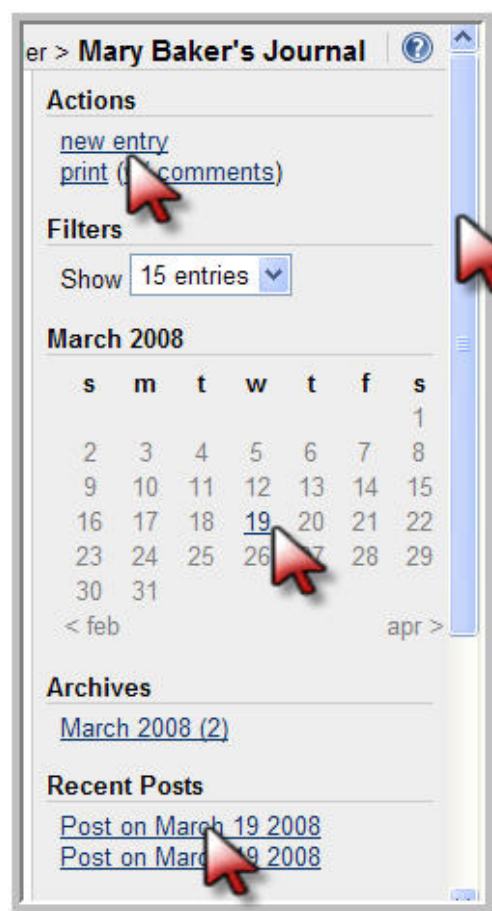
As a new student at Goucher College, I was really happy to find our children, work, and school I need to manage my time very carefully kids started on their homework and I can log on to Blackboard at th work hard.

On the right side of the journal window there is a column to help you navigate within the journal.

In the [Actions](#) section, click on the [new entry](#) link to add new text to the journal. It will appear as a separate new **Post** entry.

Previous Posts can be searched for by clicking on a date on the calendar or clicking on a date in the [Archives](#) section.

Journals display entries in reverse chronological order, so the most recent entry appears first.



er > **Mary Baker's Journal**

**Actions**

- [new entry](#)
- [print](#) ([0](#) comments)

**Filters**

Show

**March 2008**

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	<b>19</b>	20	21	22
23	24	25	26	27	28	29
30	31					

< feb apr >

**Archives**

- [March 2008 \(2\)](#)

**Recent Posts**

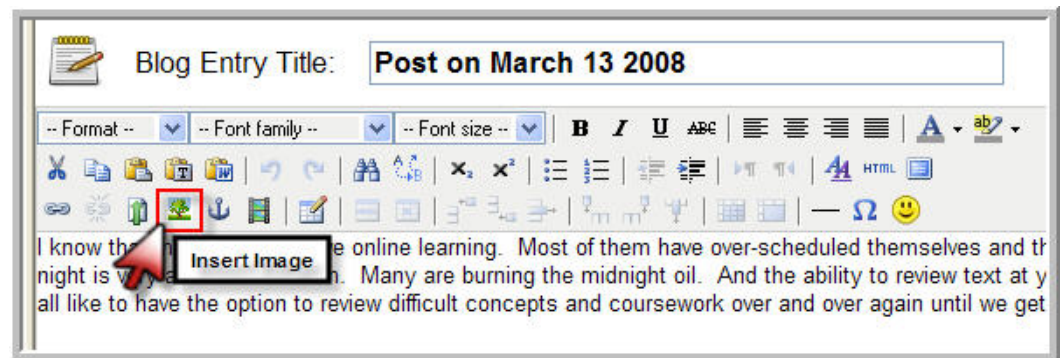
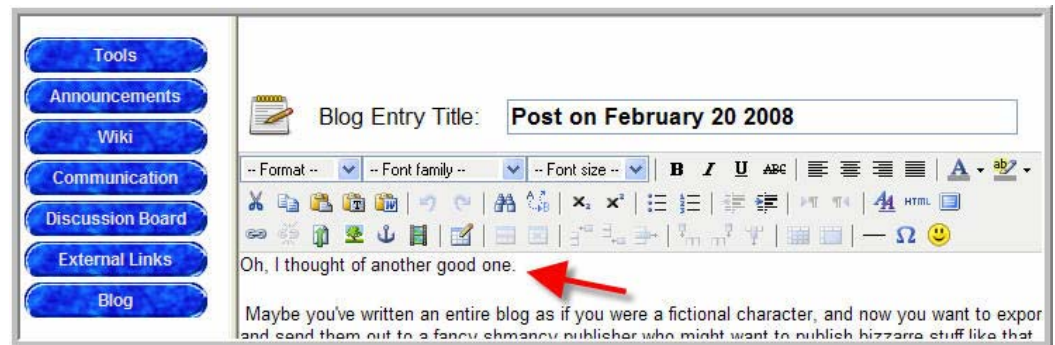
- [Post on March 19 2008](#)
- [Post on March 19 2008](#)

## Edit the Journal

When you click on the [edit](#) link a variety of edit buttons appears above the journal text. Journal edits are made the same way that blog edits are made.

Click on the place where you want to edit or highlight an area of text. Slowly drag the cursor over each button and the function of each button will appear.

Click on the edit button that you want to use.



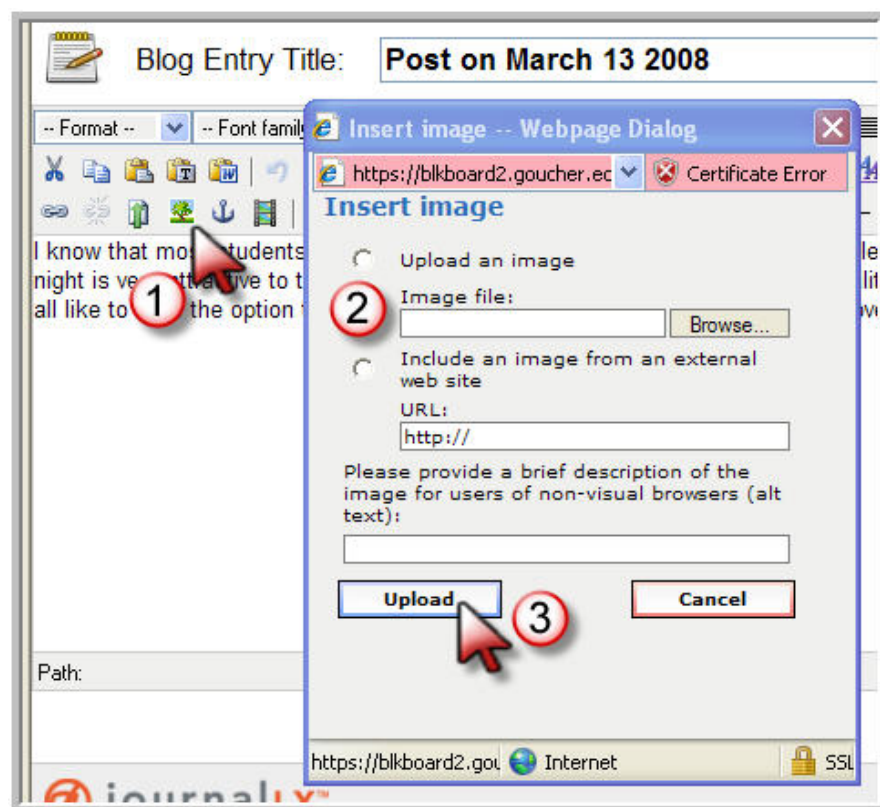
## Insert an Image into the Journal

To add an image or photo, place the cursor in the text where you want to add the image. Click on the [edit](#) link next to the [Post](#) date. When the edit window opens:

① Click on the [Insert Image](#) button. (It looks like a picture of a tree.)

② Select how you want to upload the image (browse or identify).

③ Click [Upload](#).



## Insert a Link to Another Entry or Website

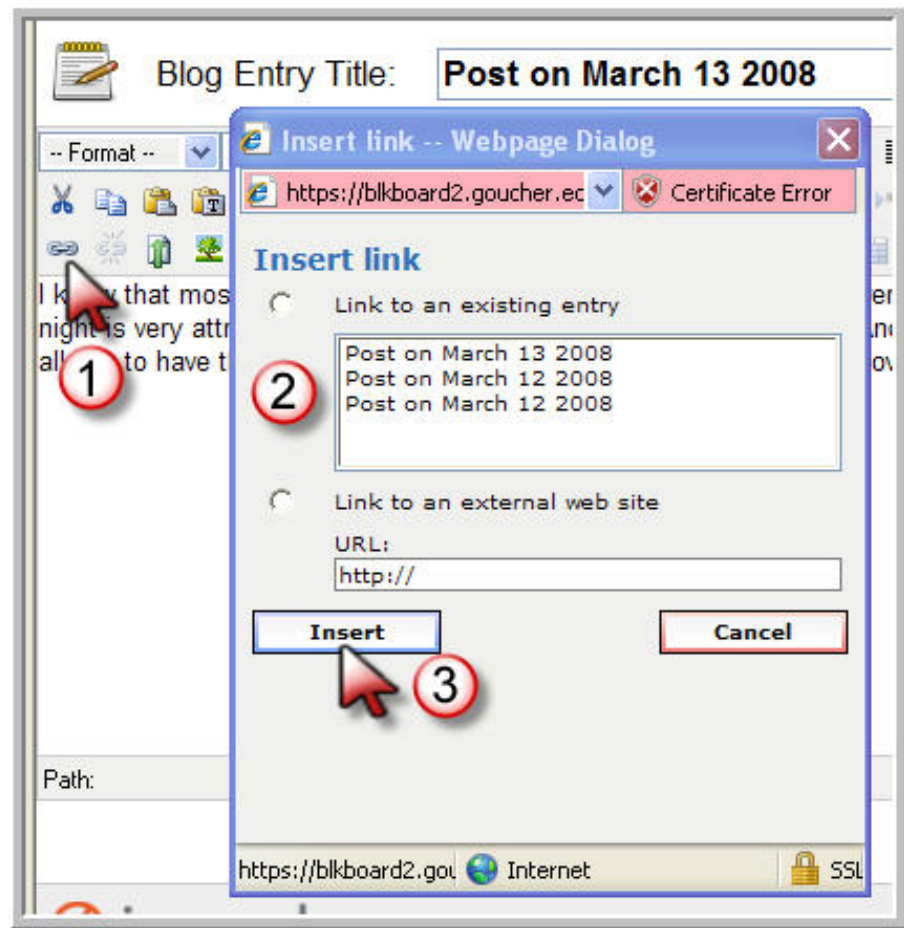
To insert a link to another entry or website, click on the [edit](#) link.

① Click on the [Insert Link](#) button. (It looks like three links of a metal chain.)

② Click on the appropriate option or enter the link name.

③ Click the [Insert](#) button.

The link appears in the journal as a hyperlink. Clicking on the link opens that site or new window.

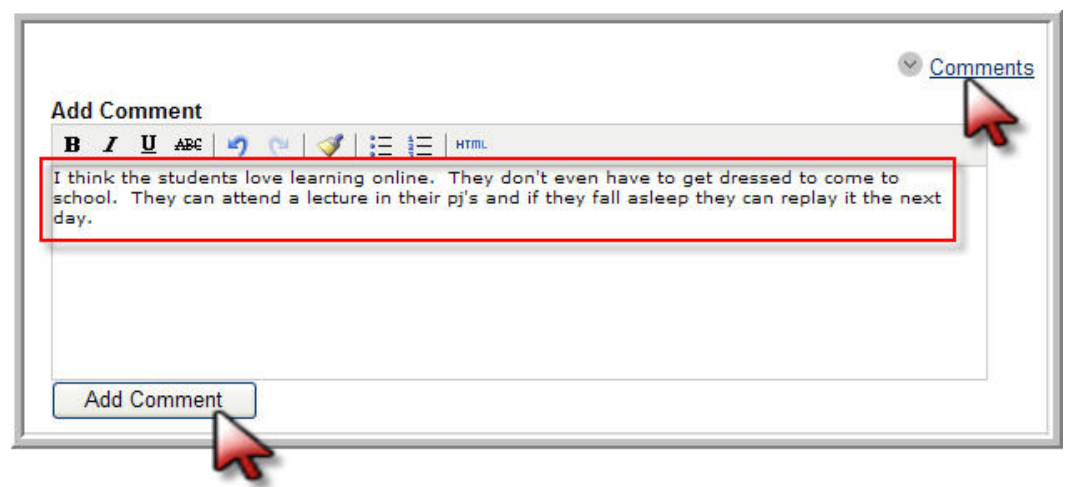


## Add a Comment to a Journal

The instructor can add a comment. At the end of the entry, click on the [Comments](#) link.

Enter text in the [Add Comment](#) box. A few formatting buttons are available.

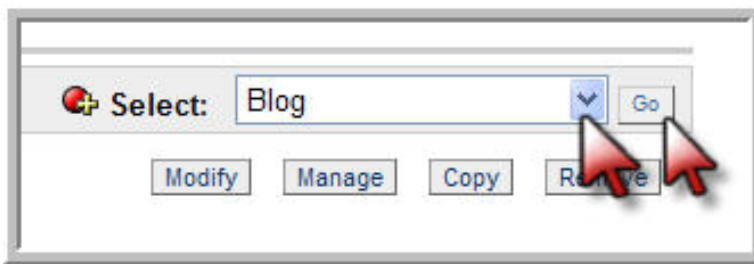
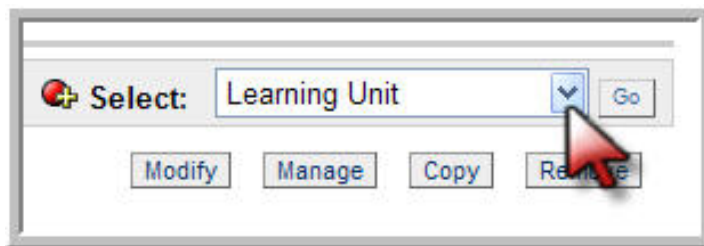
Click the [Add Comment](#) button.



## How to Create a Journal in Blackboard

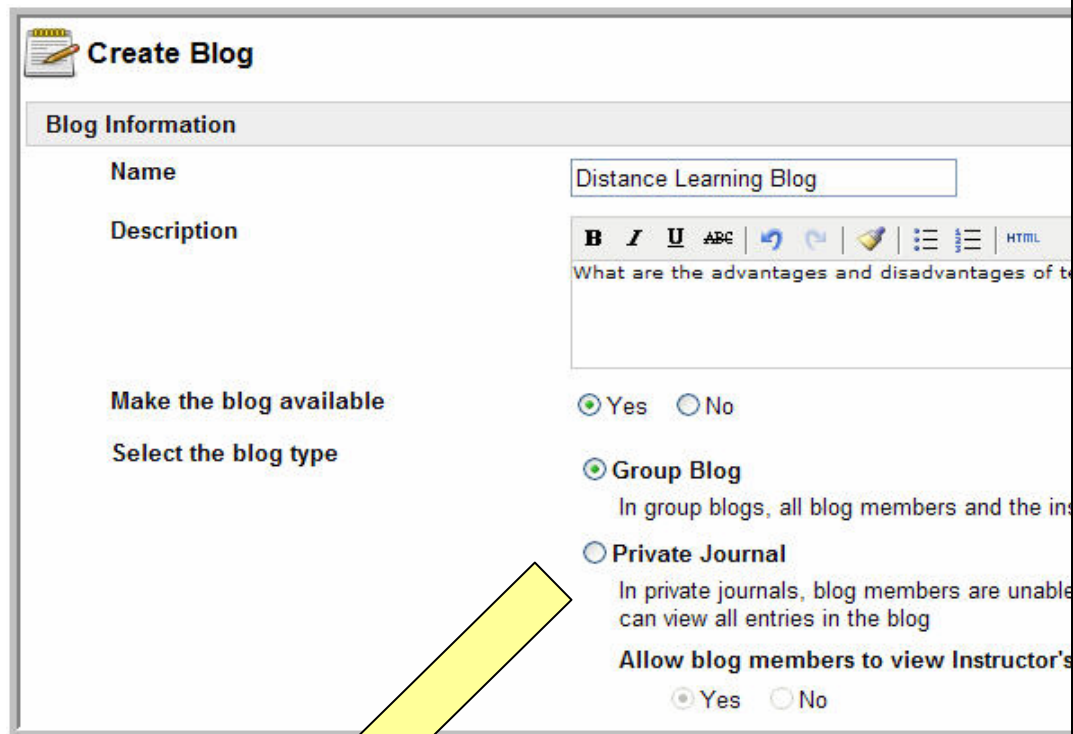
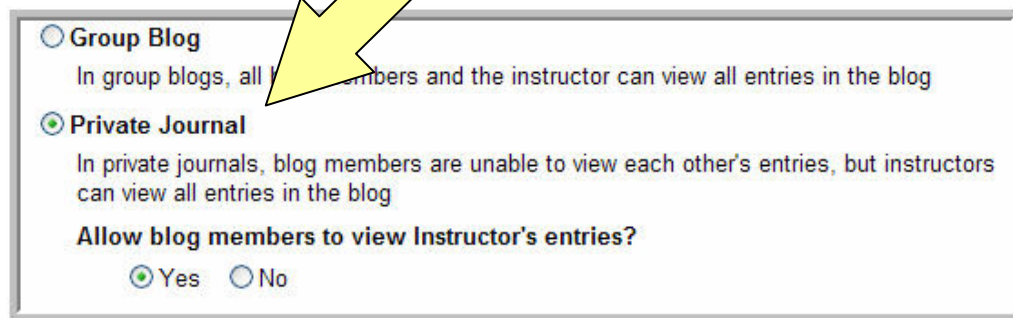
To create a journal in a Blackboard Learning Unit, open the Unit in the [Edit View](#). At the top of the page, use the [Select](#) drop down menu on the [Add Item toolbar](#). Click on the small [down arrow](#) to open the menu.

Select [Blog](#) from the menu and click [Go](#).



The [Create Blog](#) window opens.

Complete the information and in the [Select the blog type](#) section, select [Private Journal](#).

A screenshot of the 'Create Blog' window in Blackboard. The window has a title bar with a pencil icon and the text 'Create Blog'. Below the title bar is a section titled 'Blog Information'. It contains a 'Name' field with the text 'Distance Learning Blog'. Below that is a 'Description' field with a rich text editor toolbar (bold, italic, underline, ABC, undo, redo, link, unlink, list, HTML) and the text 'What are the advantages and disadvantages of t'. Below the description field are two radio button options: 'Make the blog available' with 'Yes' selected and 'No' unselected. Below that is a section titled 'Select the blog type' with two radio button options: 'Group Blog' (selected) and 'Private Journal' (unselected). Below 'Private Journal' is a sub-section titled 'Allow blog members to view Instructor's' with 'Yes' selected and 'No' unselected.A close-up screenshot of the 'Select the blog type' section from the 'Create Blog' window. It shows two radio button options: 'Group Blog' (unselected) and 'Private Journal' (selected). Below 'Private Journal' is a sub-section titled 'Allow blog members to view Instructor's entries?' with 'Yes' selected and 'No' unselected. A large yellow arrow points from the 'Private Journal' option in the main screenshot to this close-up.