Blackboard 9 Journal Tool for Students

Special Features:

- Can contain text, images, links and attachments posted by individual students
- Owner of the journal and instructor can make comments in private journal

Uses:

- Self-reflective tool between students and instructor
- Collaborative tool between student group members

Getting Started:

Log in to Blackboard 9 with your Pirate ID and passphrase.

Create a Journal Entry
1. Select the Course Content area where the journal is located. Click the navigation link to access the journal. Note: The journal may also be accessed under the Groups section if the journal is associated with a group.
2. Click Create Journal Entry.
3. Complete the journal entry information including the title and entry message as well as attaching any desired files.
4. Click Post Entry.

Edit a Journal Entry
1. Select the Course Content area where the journal is located. Click the navigation link to access the journal. Note: The journal may also be accessed under the Groups section if the journal is associated with a group.
2. Click the button beside the title of the entry you wish to edit.
3. Click Edit.
4. Edit the entry and click Post Entry.

Note:
- Depending on the settings for the journal, editing of journal entries may not be available.
- If the journal is private you will only see your entries. Otherwise, you may have to select your name under the More Journals section to view and edit your entries.
Comment on a Journal Entry
1. Select the Course Content area where the journal is located. Click the navigation link to access the journal. Note: The journal may also be accessed under the Groups section if the journal is associated with a group.
2. On the entry, click Comment.
3. Enter your comment and click Add.

Note: If the journal is private, you will only be able to comment on your own entries. Otherwise, you can view and comment on another user’s entries by clicking on their name under the More Journals section.

View Comments on a Journal Entry
1. Select the Course Content area where the journal is located. Click the navigation link to access the journal. Note: The journal may also be accessed under the Groups section if the journal is associated with a group.
2. On the entry click the Comments: link.

Note:
- If the journal is private, you will only be able to view comments on your own entries. Otherwise, you can view comments on another user’s entries by clicking on their name under the More Journals section.
- The Comments: link will have a number beside it indicating how many comments the journal entry has (for example: Comments: 0 or Comments: 4).

Delete a Journal Entry
1. Select the Course Content area where the journal is located. Click the navigation link to access the journal. Note: The journal may also be accessed under the Groups section if the journal is associated with a group.
2. Click the box beside the title of the entry you wish to delete.
3. Click Delete.
4. Click OK in the pop up box.

Note: Depending on the settings for the journal, deleting entries may not be available.