

## Creating a Journal for Students

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### ***Creating a New Journal***

1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Enter the course you would like to create a journal in.
3. Enter the **content area** you would like the journal to appear in.
4. In the menu at the top, under **Tools**, select **Journals**.
5. Select **Create New Journal**.
6. Give the Journal a **Name**.
7. Enter **Instructions** for the journal, if necessary.
8. Set up the Journal using the options below.
9. Click **Submit** when finished

**Journal Availability:** Set the availability of the journal for students.

**Please Note:** *If you are using date restrictions, you must set the Availability to Yes, otherwise the journal will not be made available after the "date after" time has passed.*

**Journal Date and Time Restrictions:** Allows you to set date and time restrictions of when the journal will be available to students

### **Journal Settings**

**Index Entries:** How you want the journals to be indexed. You can choose from monthly or weekly

**Allow Users to Edit and Delete Entries:** Allows a user to edit or delete their own entries

**Allow Users to Delete Comments:** Allows a user to delete their comment or a comment someone made on their own journal

**Permit Course Users to View Journal:** By default, journals are private, and only available to the instructors in the course and the user who created the journal. If you would like the journal posts to be available for the whole course to see, select this option.

### **Grade Settings**

**No Grading:** This journal will not be graded and a column in the Grade Center will not be created. (This is the default grading setting)

**Grade: Points Possible:** Allows you to grade the journal. A column in the Grade Center will automatically be created. You will also be given the option to set the number of posts per student before the "Needs Grading" icon appears and set a due date if desired

### ***Linking to Journals Page vs Linking to a Specific Journal***

Once you've finished creating the Journal, you'll be taken back to the page that asks you to choose between linking to the Journals page or to a specific Journal. Linking to the Journals Page creates a link to the "Journals" tool inside your content area. This will allow students to see the whole list of journals available to them. Linking to a journal allows you to choose a specific journal to link to, instead of showing the whole list of journals.

1. Select **Link to the Journals Page** or **Link to a Journal**
2. If you select **Link to a Journal**, choose the **Journal** from the list

3. Click **Next**
4. You can change the **link Name** if desired
5. In the text box, you can provide information to your students
6. Choose the **Availability** of the link and enter **Date Restrictions** if desired
7. **Track Number of Views** will show you the number of times all users in your course have clicked on the link (you will receive on overall number, not individual numbers for specific users)
8. Once finished, click **Submit**