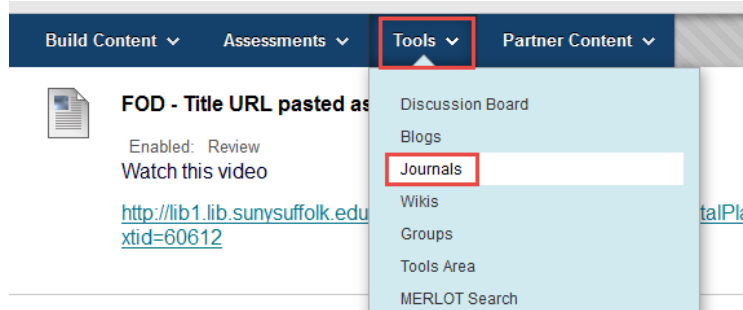




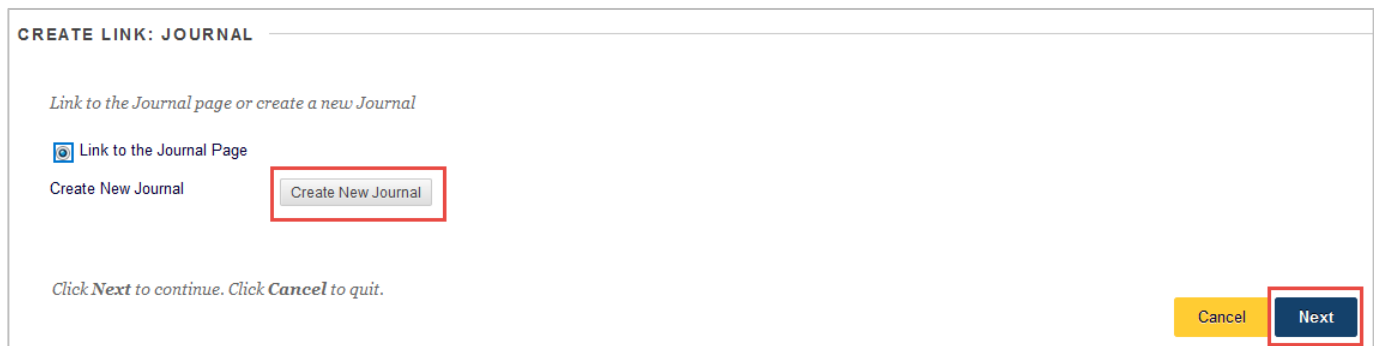
How to Create a Journal

This handout explains how video files and YouTube videos can be added to a Blackboard course.

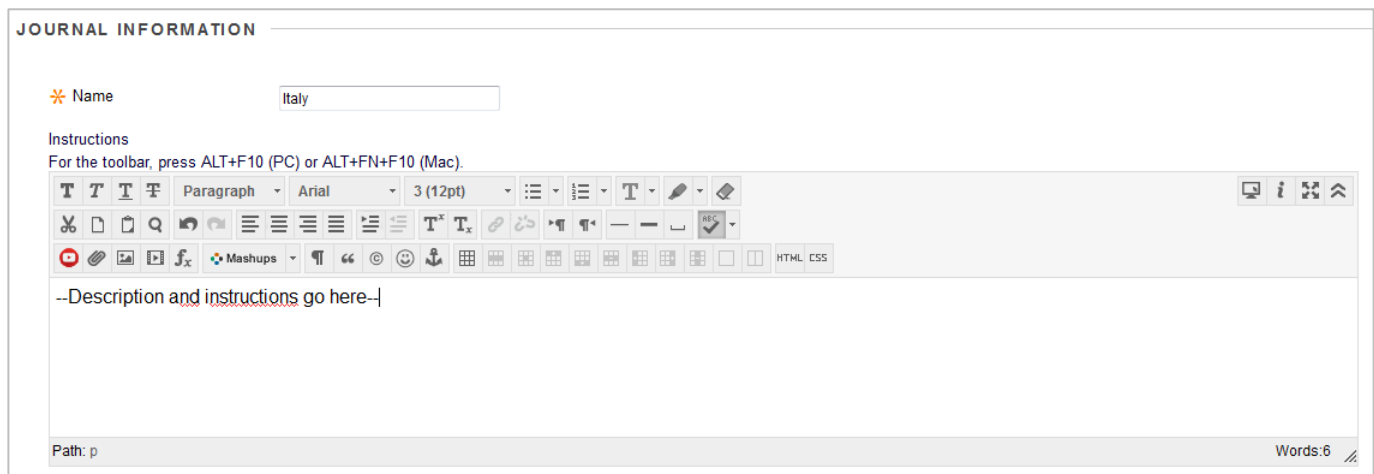
1. Navigate to a content area in your course, then click on **Tools** and select **Journals**.



2. On the following page, click on **Create New Journal** and then click **Next**.



3. Under **Journal Information**, give the journal a name and enter a description and instructions for students.



4. Under **Journal Availability**, choose whether or not you want your journal to be available and under **Journal Date and Time Restrictions** set display after and/or display until dates/times.

JOURNAL AVAILABILITY

Journal Availability Yes No

JOURNAL DATE AND TIME RESTRICTIONS

Limit Availability Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. **Journal Settings** allows you to set further options for your journal.

JOURNAL SETTINGS

Index Entries Monthly
Indexing will organize entries by the chosen time-frame.

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

6. Under **Grade Settings**, select **No grading** to leave the journal as ungraded, or if you choose to grade the journal, select **Grade** and enter **Points possible** (1). If you choose to grade, more options will appear (2). Here you can enter a due date and add a rubric.


GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Journal No grading

Grade : Points possible : **1**

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

2 Show participants in "needs grading" status  after every Entries

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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7. When you're finished, click on **Submit**.

8. After clicking on **Submit**, you will be taken back to this page. Here you will be creating a *link* to the journal. Choose **Link to a Journal** to place your journal within the content area you have chosen at the beginning of this tutorial. Select the journal by clicking on the journal of your choice in the list. If you have created more than one journal for this course in the past, the other journals will also show up in the list. When you're done, click on **Next**.

CREATE LINK: JOURNAL

Link to the Journal page, link to a specific Journal, or create a new Journal.

Link to the Journal Page

Link to a Journal

Link to a Journal

----Select Journal below----

Italy

9. On this page, you will name the journal link and write a description or instructions.

LINK INFORMATION

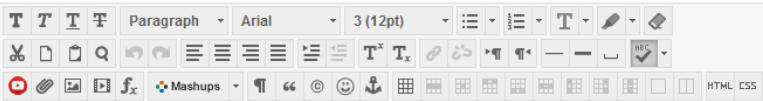
* Link Name

Color of Name

Link Journal: Italy

Text

T **T** **I** **F** Paragraph Arial 3 (12pt)







10. Under **Options**, enter availability and date and time restrictions.

OPTIONS


Available Yes No


Track Number of Views Yes No

Date Restrictions Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

11. When you are done, click on **Submit**. The link to the journal you have created will now appear in your content area.



Italy 

Write a page detailing your experience studying in Italy.