



Journal/Blog Tool for Private Entries

Journal LX in Blackboard gives instructors and students tools to create media-rich journals within a course for direct online entry. Configured as a private journal, Journal LX serves as a platform for reflective writing, question and answer assignments, course readings, class discussions, or field experiences. Through the journals, the instructor gains ready insight into his students' experiences and comprehension of course objectives.

Creating a Private Journal/Blog

This sections explains the how to create a private journals in your course or organization.

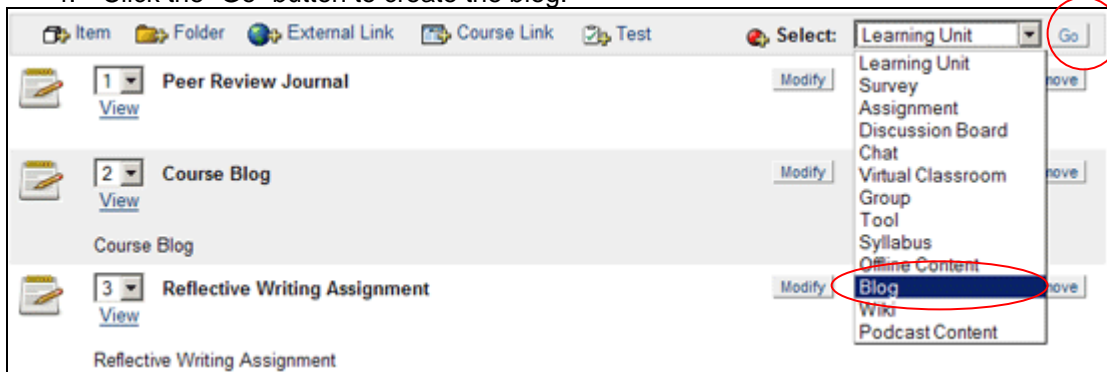
The word "Blog" and "Journal" is used interchangeably by Journal LX

Create the Journal/Blog

You can create a blog by adding a special kind of content type within a course or organization Content Area, such as Assignments or Course Documents.

To create a Journal/Blog:

1. Access the Control Panel.
2. Choose the Content Area (i.e. Course Documents, Assignments, etc.) where you wish to create the blog.
3. Select "Blog" from the drop down list in the right corner of the action bar.
4. Click the "Go" button to create the blog.



Once you have accessed the Create Blog page, you need to complete some information to configure it. Provide information about the blog, including its name, availability, and the type of blog it should be:

The screenshot shows the 'Create Blog' form with the following sections and options:

- Blog Information**
 - Name:** A text input field, circled in red.
 - Description:** A rich text editor area, circled in red.
- Make the blog available:** Yes No
- Select the blog type:**
 - Group Blog**
In group blogs, all blog members and the instructor can view all entries in the blog
 - Private Journal**
In private journals, blog members are unable to view each other's entries, but instructors can view all entries in the blog
- Allow blog members to view instructor's entries?**
 Yes No
- Enable an RSS feed?** Yes No
- Select the value to use to reference users in the blog:** User Name Person Name Person Name and User Name Given Name
- Text direction for blog content:** Left to Right Right to Left

5. Name and Description

Give the blog a name and description. These values will appear as the name and description of the blog to students in the course.

6. Make the blog available

Choose Yes.

7. Select the blog type:

This is the important part, select "Private Journal"

- **A Private Journal:** is a blog in which there are one or more members, and each member can only see their own work. This particular type of blog allows the instructor to create a private space for students to reflect and produce written work that is only visible to the instructor. Each student who is made a member of this type of blog will be unable to see other student's blog entries. However, the instructor can see all students' entries in one location, for easier review and grading.

Allow blog members to view the instructor's entries

- This option is only available for selection if the instructor is creating a Private Journal. In these types of blogs, the instructor may choose to add entries to the journal that are meant to be notes to one self for the purposes of grading. If the instructor is adding this type of entry to the blog, then the instructor should select "No" for this option. If the instructor wishes to add entries that are targeted to students, then the instructor should select "Yes" for this option. When this is done, students can only see their own entries and entries created by the instructor. Other students' entries will still be hidden from each member of the blog.

Enable an RSS feed? Optional, you can ignore this if you are creating a private Blog.

Choose "Yes" to enable public RSS feed for this blog. Choose "No" to disable RSS. If RSS is enabled, you will find a red RSS button () with the URL in the bottom right corner of the blog. Be sure that you do not turn this feature on if there is sensitive information in the blog. If you don't know exactly what this option means, then please leave the option off.

Select the value to use to reference users in the blog

Blog users' names appear in a number of locations throughout the blog:

- At the top of each blog entry, the author's name is displayed along with the name of the person who last modified the entry
- In history, the name of each person who revised the entry is displayed
- The author of comments are displayed with the comments

In all of these locations, the user will be referenced with the name value selected for this field. The options are as follows:

- User Name: If selected, the user's username will be displayed. Since usernames are generally a field kept private to each user, this option should only be selected if necessary. e.g., jdoe
- Person Name: If selected, the user's first name and last name will be displayed. e.g., John Doe
- Person Name and User Name: If selected the user's first name, last name, and username will be displayed. e.g., John Doe (jdoe)
- Given Name: If selected, the user's first name, or given name, will be displayed. e.g., John
- Note: If your institution includes sensitive information in usernames, do not select the "User Name" or "Both" options.

Member Settings: Leave as default, as you are creating a private blog for all users.

Member Settings

Select students and course groups that should be members of the blog. Blog members are able to create, edit and delete content within the blog.

Blog members.

All course members

Specific groups and course members

Course Groups

(
(
(

Selected Members

Individual Course Members

Dixon, Oscar
Pushkin, Maggie
Murdoch, Alice
Bumble, Winston
Sanders, Neko
Bell, Summer
Gupta, Sarjay
Chavez, Estella
Juniper, Delilah
Acker, China

Allow students to permanently delete blog entries

Allow members to export their blog entries

Allow members of the blog to:

View Comments

Write Comments

Set date and time restrictions for editing the blog.

Allow Edits After

Allow Edits Until

Aug 14 2007 9:00 AM

Aug 14 2007 9:00 AM

Blog Members

When creating a Private Journal for all students in the course, this option should be selected along with the "Private Journal" option in the blog settings above.

Specific Course Members and Groups: Select this option if only specific students, specific course groups, or some combination of students and course groups should be able to add entries to the blog. If this option is selected, then select the groups and individual course members who should be added as members of the blog. You must have groups set up first in blackboard to use the group blog feature.

Allow students to permanently delete blog entries

By default, blog members are unable to permanently delete blog entries. When this setting is not enabled, all deletions made by students can be undone -- i.e., the entry can be restored to the blog. If this setting is enabled, students have the option to perform a restorable delete on a blog entry or to permanently delete the entry. Instructors can always permanently delete blog entries regardless of whether this setting is enabled or not.

Allow members to export the blog

Enable this option if members of the blog should be able to export the site. Instructors will always have the option to export the site. The "Export Site" link will not be displayed to student users, however, unless this option is selected. Note that this option cannot be selected when the instructor is creating a "Private Journal."

Comment permissions

Instructors can set permissions for viewing comments and writing comments for student members of the blog. Instructors always have the option to view and add comments to any blog entry. If the View Comments option is selected, then members can only view comments. If "Write Comments" is selected, then members can both view and write Comments. Note that the "Write Comments" option cannot be selected unless the "View Comments" option is also selected.

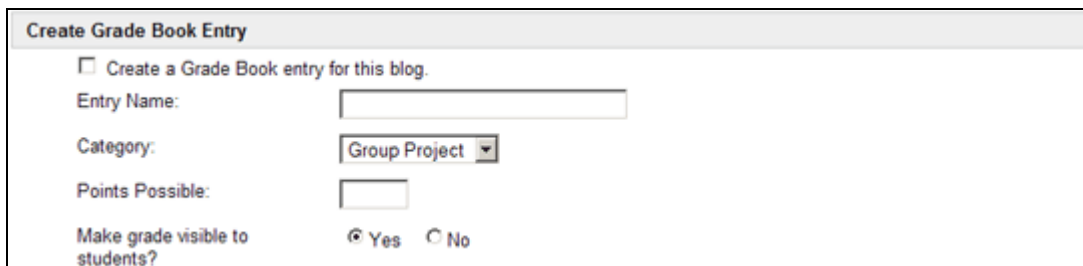
Set date and time restrictions for editing the blog

If blog members should only be able to add and edit content in the blog for a specified time, enable these date settings.

8. Create Gradebook Entry

If the blog is being graded, select the "Create a Gradebook entry" option and specify the information for a Gradebook entry to be created for the blog. To remove this entry from the Gradebook after creating it, do so from the Gradebook.

Note, you must go to the gradebook and put the grade in manually for each student.



The screenshot shows a form titled "Create Grade Book Entry". It contains the following fields and options:

- Create a Grade Book entry for this blog.
- Entry Name:
- Category:
- Points Possible:
- Make grade visible to students? Yes No

Once you have made your selections, click "OK" to create the blog.

Congratulations! Your finished!

Here are the steps in short:

1. Select "Private Journal" as the blog type.
2. When selecting members, select "All Students".
3. Determine whether students should be able to see instructor's entries and enable or disable this setting accordingly.
4. Consider changing other options to suit your particular usage and set the gradebook category.

Using the Blog:

The screenshot shows a blog interface with a main content area on the left and a sidebar on the right. The main content area features a post titled "First Day at Work" with a photo of a dolphin and a text description. The sidebar contains sections for "privacy", "actions", "filters", "search", and a calendar for October 2006. Red arrows point from text boxes to specific elements: "Create Entry" points to the "new entry" link in the actions section; "Sort entries by students" points to the "all authors" dropdown in the filters section; and "Write a comment to a student" points to the "Comments" link below the post.

Create Entry

Write a comment to a student

Sort entries by students

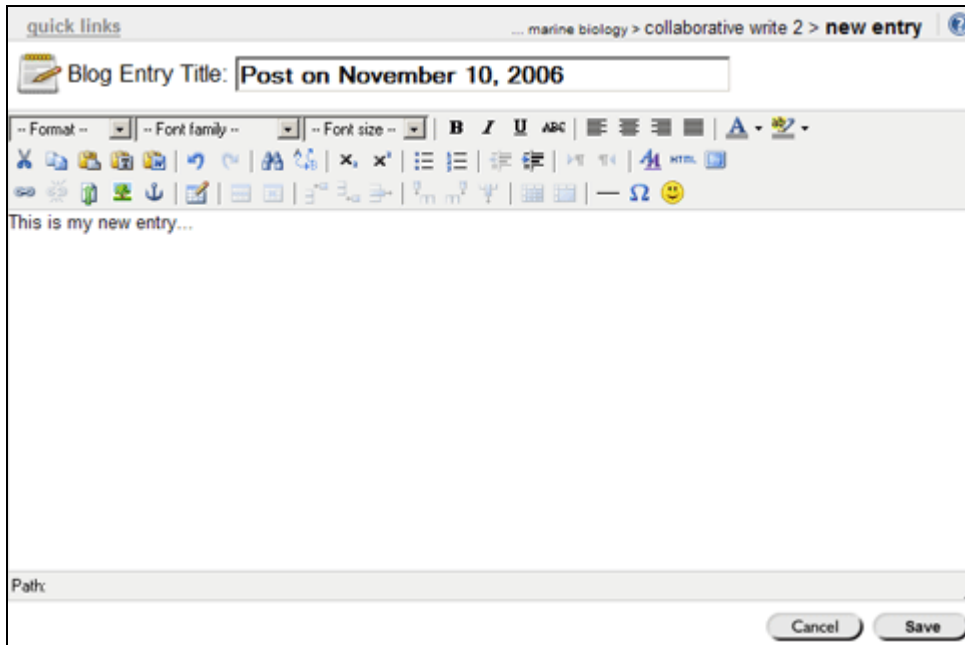
Add an Entry

Student and Teachers can add entries using the "new entry" located on the top right of the page. Click the *new entry* link in the actions section of the gray sidebar.

The image shows a close-up of the "actions" section of the sidebar, which contains two links: "new entry" and "print (w/ comments)".

Choose the 'new entry' link to create a new blog post.

Once you click *new entry*, you will be brought to the editing pane where you can create the content for your blog entry and specify a title for it. The new entry will be created when you click "Save."

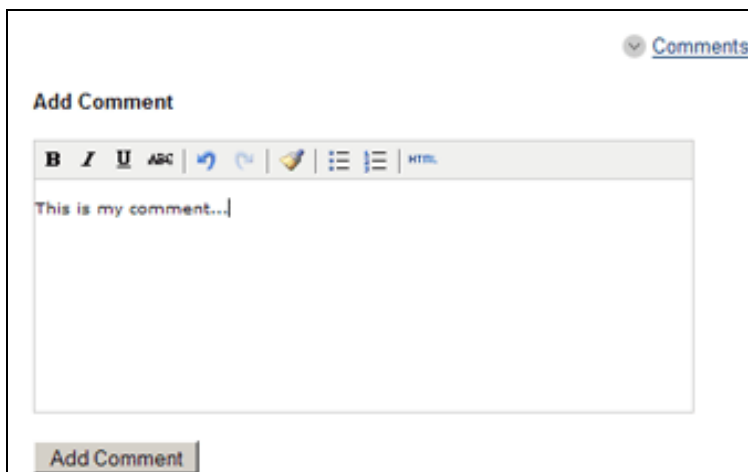


Create your new blog post in the editing pane and click "Save."

Next, Commenting on an Entry.....

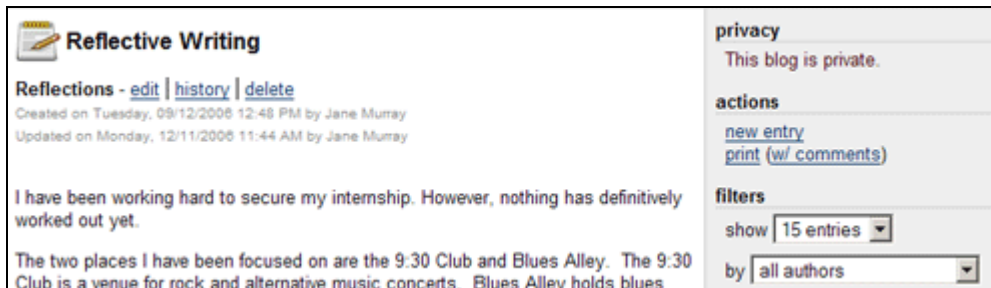
Commenting on an Entry

The comments area displays at the bottom right of each blog or journal entry. Comments are hidden until you click on the comments link. After opening and viewing the comments, you can add new ones via the Add Comment form.



Editing an Entry:

To edit an existing entry in a blog, click the edit link that appears next to the entry's title.



Reflective Writing
Reflections - [edit](#) | [history](#) | [delete](#)
Created on Tuesday, 09/12/2006 12:48 PM by Jane Murray
Updated on Monday, 12/11/2006 11:44 AM by Jane Murray

I have been working hard to secure my internship. However, nothing has definitively worked out yet.

The two places I have been focused on are the 9:30 Club and Blues Alley. The 9:30 Club is a venue for rock and alternative music concerts. Blues Alley holds blues

privacy
This blog is private.

actions
[new entry](#)
[print \(w/ comments\)](#)

filters
show
by

Click "edit" next to the title of an entry to begin editing it.



My Reflective Journal: Field Research
First Day at Work - [edit](#) | [history](#) | [delete](#)
Created on Tuesday, 10/03/2006 11:40 PM by Jane Murray
Updated on Sunday, 12/10/2006 7:36 PM by Jane Murray

 On my first day of field research, we studied manatees. Like dolphins and whales, manatees and dugongs are totally aquatic mammals that never leave the water - not even to give birth. The combination of these factors means that sirenians are restricted to warm shallow coastal waters, estuaries, and rivers, with healthy ecosystems that support large amounts of seagrass and/or other vegetation.

[Comments](#)

privacy
This blog is private.

actions
[new entry](#)
[print \(w/ comments\)](#)

filters
show
by

search
[search](#)

october 2006

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

< sep nov >

The edit screen is identical to the screen for creating a new entry. It contains a graphical editor that allows users to write text, format it, add images, and add links to files or other pages.

You can type into the editor pane or cut and paste from a web page or a Word document.

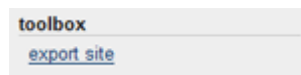
To learn your way around the editor, begin editing a page and then hold your mouse pointer over any of the buttons to see a brief explanation of the function.

Exporting Blogs:

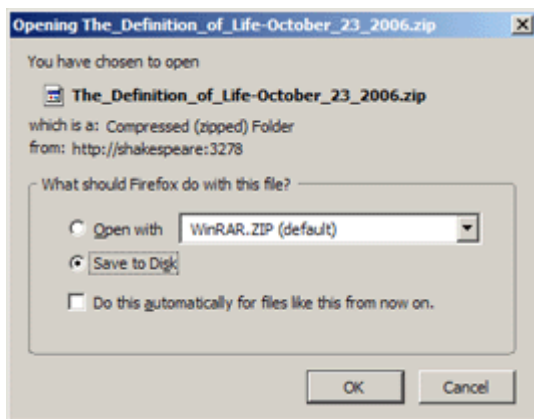
Blogs can be exported and stored your computer. This allows you to browse the site offline, back up your material, or post the material to another website.

To export a blog:

1. Click on the *export site* link in the toolbox module in the gray sidebar.
2. Choose "Save to Disk" and select a location.



Click "export site" to save the entire blog to your computer.



Save the blog to your computer.

Exported sites are saved as a .zip file. To view the content, extract the zip and browse it in your web browser. Start browsing by first opening the "index.html" page.