Blackboard: Blogs and Journals

What is a blog?
Blog, an abbreviation of “weblog,” is a public area for writing. Each blog entry you make can include any combination of text, images, links, multimedia, mashups, and attachments. You can post entries and add comments to existing blogs. A blog can also be owned by a course or a group. In the Group area, all members of a group can create entries for the same blog, building upon one another.

Create a Blog

1. Log in to Blackboard.
2. Enter the course in which you wish to create the blog.
3. Make sure to turn Edit Mode ON at the top right-hand corner of the page.
4. Click on the select Tool Link, on the drop down list select Blog.
5. In the Blogs area, click the **Create Blog button**.

6. In the Blog Information section fill in the following items:
   a. **Name** – Title of the Blog  
   b. **Instructions** – Nature of the blog assignment.  
   c. **Blog Availability** – Choose whether or not you want the blog to be shown yet.
7. Fill in the remaining options:
   a. **Blog Date and Time Restrictions** – Choose the date and times to show and hide the blog.
   b. **Blog Participation** – Choose if this is a separate blog for each student or if it is a single course related blog for all students to participate.
   c. **Blog Settings** – Choose indexing, editing, deleting comment settings.
   d. **Grade Settings** – Select the grade option and type the number of Points Possible. Once a blog has been enabled for grading, a column is automatically created in the grade center.

8. Click the **Submit** button to add the blog to the course.
Create a Blog Entry

1. Within the **Blogs** section of your course, click the title of the blog you wish to add entries.

2. Once inside the blog, click the **Create Blog Entry** button.

3. In the **Create Blog Entry area**, enter the title of the blog, the entry message, and add any blog entry files such as documents and images.
4. Once you have completed the blog entry. Click **Post Entry** button to add the entry into the blog. You may also click **Save Entry as Draft** to save your entry without publishing it to the blog.

**What is a journal?**

Journals are a personal space for you to communicate privately between instructors and students. You can also use a journal as a self-reflective tool to post your opinions, ideas, and concerns about your course, or discuss and analyze course related materials. For example, you can describe problems you faced and how you solved them. Your instructor can direct journal entries to be more formal in nature and narrower in focus by listing topics for discussion.

**Create a Journal**

1. Log in to Blackboard.
2. Enter the course in which you wish to create the blog.
3. Make sure to turn **Edit Mode ON** at the top right-hand corner of the page.
4. Click on the select Tool Link, on the drop down list select Journal.

5. In the Journals area, click the Create Journal button.

6. In the Create Journal area, add the name of the journal and any instructions for the journal assignment.

7. In the Journal Availability area set the option to Yes.
8. In the **Journal Date and Time Restrictions**, select the specific date and time period that you would like to display the journal.

![Journal Date and Time Restrictions](image)

9. In Journal Settings you have the following options available:
   
a. **Index Entries** - Select between a Monthly or Weekly time frame.
   
b. **Allow Users to Edit and Delete Entries** - If selected, users can edit and delete the entries they have created after they are posted. Instructors can edit and delete any journal entries without enabling this option.
   
c. **Allow Users to Delete Comments** - If selected, users can delete comments they added to journal entries. Instructors can delete any journal entries without enabling this option.

10. **Permit Course Users to View Journal**
    - If selected, all users can view all journal entries made to this journal topic.
    
    Select from the following options:
    
a. **No Grading** – the journal will not be graded.
    
b. **Grade: Points Possible** – if selected, the journal will be graded and a column is automatically created in the Grade Center. A field appears next to this option for you to type in the maximum grade value.

![Journal Settings](image)

![Grade Settings](image)
2. Once you have chosen the journal settings, click the **Submit** button.

For additional support, visit [http://uhd.edu/bbhelpform](http://uhd.edu/bbhelpform)