Blackboard: Campus Pack Journal Sites for Instructors

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In this document, you will learn how to:
1. Create a Journal.
2. Create pages in a Journal.

What is a Journal Site?
Journal’s are malleable online spaces where your students can post entries asynchronously. Students can post their documents, ideas, links and other media. All students or groups of students can edit pages to create a finished Journal project. Content posted on to a Journal are by default private and graded by the instructor.

Potential uses for a Journal:
1. Use the Journals as a metacognitive space where your students can think about thinking and break down the processes of their actions and thoughts.
2. Create one Journal for each student, so they may create an electronic portfolio showcasing their work.

There are 2 Journal tools in Blackboard. This documentation will show you how to use Campus Pack Journals.

<table>
<thead>
<tr>
<th>Campus Pack Journals</th>
<th>vs</th>
<th>Blackboard Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active by default.</td>
<td></td>
<td>Must be enabled by instructors.</td>
</tr>
<tr>
<td>Posts are viewable for the length of the course.</td>
<td></td>
<td>Posts can no longer be viewed by the students 1 month after they have been posted.</td>
</tr>
<tr>
<td>Will let you choose who has access to each Journal.</td>
<td></td>
<td>All Journals are public unless made for a specific group.</td>
</tr>
<tr>
<td>Can be made public and Permalinked; this means that they can be accessed without having to be enrolled in the Blackboard class, allowing guests to participate in a class discussion.</td>
<td></td>
<td>Limited to Blackboard only and a person must log in to see them.</td>
</tr>
<tr>
<td>Personal Journal Sites must be created individually for each person participating.</td>
<td></td>
<td>Created for all users automatically.</td>
</tr>
<tr>
<td>Grading must be done in the Grade Center.</td>
<td></td>
<td>Grading can be done easily while viewing posts by clicking on the author’s name.</td>
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</table>

Course and Content Journals
Learning Objects uses Course and Content Journals. Below is a breakdown of the different features of each type of Journal.

What is a Course Journal?
- A Course Journal is created when your Blackboard course site is initially created for you.
- This Journal can be access from the Tools Menu in your Blackboard Course Site.
- Course Journals cannot be copied from semester to semester, they are good for keeping track of work specific to the course.
- A Course can only have one Course Journal.
- Settings for these types of Journals can be changed via the Control Panel >> Course Tools >> Configure Campus Pack Journal.

What is a Content Journal?
- A Content Journal is created by the instructor of a Blackboard Site.
- These Journals are located in Content Areas of the course and made through the Add Interactive Tool button in a Content Area.
- Content Journals can be copied from semester to semester; they are good for portfolios and content that you would like to carry into a new term.
- A course can have as many Content Journals as desired.

Brief Intro to Metacognition
http://youtu.be/mVE21QhY-I
To create a Journal:
1. Enter your course by clicking its name in the **My Courses** module.
2. In the Course Menu click on the content area where you would like your students to access the Journal, i.e. in “Assignments”.
3. Click on **Add Interactive tool**.

![Portfolios and Journals](image)

4. Click on **Add Interactive Tool**, then in the blue menu click on **Campus Pack Content**.
5. In the Add Content page scroll down and click Journal.

![Journal](image)

6. The Journal Options will open up. Under **Title**, give your Journal a name.

- **Description** – message to your students of the project, can be used to post deadlines and information.
- **Deployment** – How many Journals should be created for this project.
  - **Single Copy** – One Journal that all class members can use. Student’s entries are invisible to other students but listed all in one Journal.
  - **One Per Group** – Multiple Journal created based on groups created in Blackboard. Student’s entries are invisible to other students but listed all in one Journal.
  - **One Per Person** – Multiple Journals created, one per student in the class. Only that student has access to that Journal.
- **Create Grade Book Entry** – Checking this will create a column in the Grade Center for the assignment. If you are not having the system create the column for you, you can skip the next fields.
  - **Entry Name** – Name of column in Grade Center.
  - **Points Possible** – How many points the assignment will be graded out of.
  - **Display Grades Students** – Checking this allows students to see their grades in this column.

7. Click **Add** to create your Journal.

**Navigating your Journal:**

1. Click **View** to enter the Journal.

2. The Assignment Page will have two sections:
   - **Active Assignments** – Top list on this page. Students who have started their assignments will be listed here, along with their Last Activity date and if you have read their submission or not.
   - **Un-started Assignments** – Lower list on this page. Students are listed here who have not begun the assignment.

3. Click the link at the top of the Assignment Page. This is a link to make this Journal assignment available to students. **Single Copy Journals are automatically available to students.**
4. In the Journal:

- New sites created will have no entries in them.

- **Subscribe** allows you to set up email notifications summarizing content that has been updated in the Journal.

- **Export** allows you to export the Journal to a zip file, as a website, webpage or an archive.

- **Settings** allows you to change the title and description of the Journal and make it available. You can also change the default Journal image and upload your own image and change the color theme of the Journal site.

- **Permissions** allows you to set up which members of the class have access to view and edit the Journal. You can also make the Journal publicly viewable on the internet here.

- **Widgets** allows you to add additional comment boxes and tagging features to the Journal.

- **Assessment** allows you to view the Journal statistics, including who has been active on the Journal, how many pages they have created, how many pages they have edited, how many comments they have maid and replied to and how many times they have viewed the Journal. If you set up options to grade the Journal, you will also see a link here to the Grade Center.

- **Page List** displays a list of all pages in the Journal as well date and time created and edited.

- **Attachments** shows all files attached to the Journal and all attachments linked to Campus Pack content in the course.

- **Recycle** allows you to clear all content in the Journal. This can be used to clear student content if you have copied a Journal from the previous semester.
5. Once Content has been added to your Journal you will have more features added to the screen. At the top you
will have Permalinks. Permalinks are links that can be used to access your Journal from outside of Blackboard if
your Journal is public.

![Image of Journal interface with Permalinks highlighted]

5. The page header contains information and links to modify the Journal page:
   - **Edited by** - information on who last edited this page of the Journal and the date and time it was last
     edited.
   - **Tags** - tags are keywords that can help organize the Journal. Click Edit next to Tags to add tags to a
     entry.
   - **Edit** - edit allows you to edit the current entry you are viewing.
   - **Delete** - deletes the current entry.

![Image of Journal entry with Edit and Delete options]

6. **Comments** are at the bottom of a Journal entry and have a text box for you to submit comments to an entry. Click
   **Add Comment** to submit a comment.

![Image of Comment form with 'Add a comment...' text box]

You can now add a subject and comment to the page. Click **Post** to add your message.

![Image of Post button highlighted]
6. The side bar, on the right of the page, contain additional tools and navigation:
   - **Add New Entry** - creates a new entry in the Journal.
   - **Search Box** - allows you search text in the Journal.
   - **Tags** - displays the tags for this page in the Journal.
   - **Calendar** - displays a calendar with a link on each date an entry was posted.
   - **Latest Activity** - shows who added or edited content in the Journal you are viewing.

**To create an Entry in your Journal:**

1. To **Create** a new entry click on the **Add New Entry** button.

2. In the Pop-up give your new Entry a title and click **Continue**.
3. You can edit your title and add in your content to the entry page.

4. Click **Save & Exit** to complete the new page. You are now viewing the page that you have created.
Editing your Journal:

1. Click on the Edit link.

2. Edit your Entry and click Save & Exit.

Add links to your Journal

1. Click Edit in the toolbar.

2. Either highlight existing text to make into a link, or add text, then highlight it. Select the Insert Link button, which looks like a chain link, from the toolbar.

3. A popup window will appear with two choices:
• **Link to an external web site**: Links to a Web site outside of Blackboard.
• **Link to an Anchor**: links to an anchor tag within the Journal.

**Link to an external Web site:**

An external Web site is any site outside of Blackboard.

1. In the **Insert Link** popup window, select **Link to an external web site**. In the box below, type the entire URL (including the http:// and www). If it’s a long URL, open it in a new window or tab, copy the URL, then paste it into this box.

2. Click **Insert** at the bottom of the popup.

3. The text you highlighted will look like a link. Click **Save** at the bottom of the page.

4. The link will have a small icon to its left to indicate that it’s an external link. Click on the link to test it out. It should link to the URL specified in Step 3.

**Add images to your Journal**

1. Click **Edit** in the toolbar.

2. Select the **Insert image** icon, which looks like a tree.

3. The **Insert Image** popup will appear.
   a. **To use an image from the internet**:
      i. Copy and paste its URL (Example: http://www.stonybrook.edu/logo.jpg) into the Image URL box.
      ii. Click **Insert**.
   b. **To use an image saved on your computer**:
      i. Click the image next to **Image URL**.
      ii. The Upload File popup will appear. Click **Browse**.
      iii. Locate the file on your computer, then click **Open**.
      iv. Click **Upload**, then **Insert**.