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

What is a Journal Site?
Journals are malleable online spaces where you can post entries asynchronously. You 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.

Navigating your Journal:

1. Click View to enter the Journal.

2. 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 made 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.

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.

You can now add a subject and comment to the page. Click **Post** to add your message.
3. 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 an entry.
   - **Edit** - edit allows you to edit the current entry you are viewing.
   - **Delete** - deletes the current entry.

4. 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.

![Journal Entry](image)

**Editing your Journal:**

1. Click on the **Edit** link.

   **May 23, 2012**
   
   **Posted by Pippi Longstocking on 5/23/2012 at 4:30 PM, EDT.**
   
   **Tags:** None (Edit)

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.