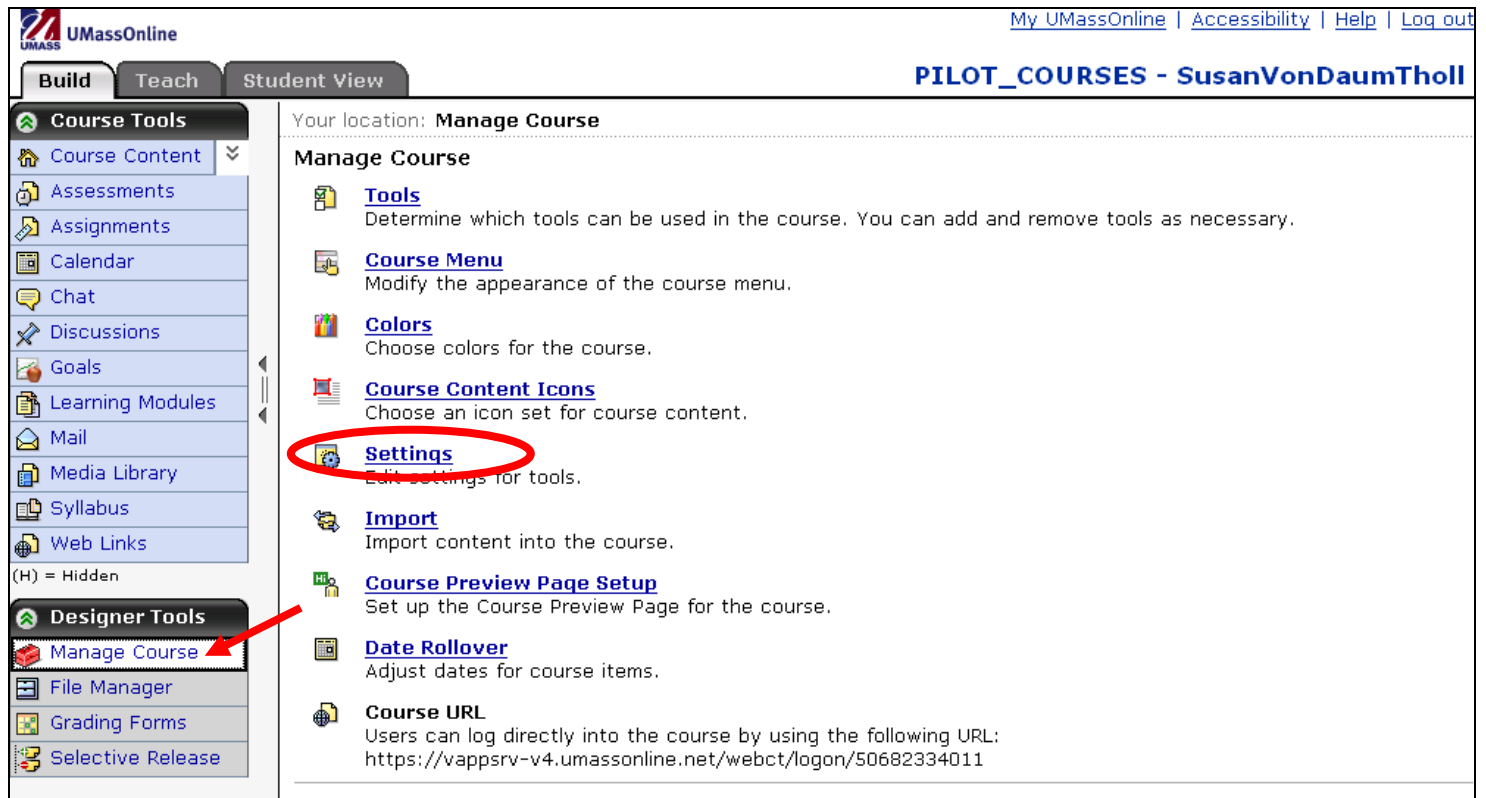


## Journals

### Enable the Journal tool

1. In the Build tab, click on Manage Course and then select Settings.
2. In Settings, click on Discussions. Select Enable Blog and Journal type topic creation and enable any other settings that you wish your discussions and journals to have.



The screenshot displays the UMassOnline course management interface. At the top, the 'Build' tab is selected. The left sidebar contains 'Course Tools' and 'Designer Tools'. In 'Course Tools', 'Settings' is circled in red. In 'Designer Tools', 'Manage Course' is highlighted with a red arrow. The main content area shows the 'Manage Course' settings page, with 'Settings' also circled in red. The 'Settings' option is described as 'Edit settings for tools.' The page title is 'PILOT\_COURSES - SusanVonDaumTholl' and the location is 'Manage Course'.

## To Create a Journal Topic

1. In the Build tab, click on the Discussions tool in the Course Tools menu. Click the Create Topic button.
2. Select Journal Topic and click Next at the bottom of the screen.

The screenshot shows the Blackboard interface for UMassOnline. The top navigation bar includes 'My UMassOnline | Accessibility | Help | Log out' and 'PILOT\_COURSES - LucyBorgheiinck'. The main navigation tabs are 'Build', 'Teach', and 'Student View'. The 'Course Tools' menu on the left lists various tools, with 'Discussions' highlighted by a red arrow. The main content area is titled 'Create Discussion Topic' and asks 'What type of discussion topic would you like to create?'. Three options are listed: 'Threaded topic.', 'Blog topic.', and 'Journal topic.'. The 'Journal topic.' option is circled in red. Below the options are 'Next' and 'Cancel' buttons, with the 'Next' button also circled in red. On the right side, there is a preview of a journal entry titled 'Personal Reflections on Stuff' with a table of entries and a text preview.

Name	# of Entries	Last Entry
My Journal	4	12.23.05
Abe Scornhuber	3	12.22.05
Scott Whitmore	12	12.22.05
Tom Brown	1	12.22.05

Page: [ 1-4 ] [ > ] [ < ] [ ↻ ] [ ⌂ ]

Attachment (1): [Picture of](#)

[ Edit ]

Comments (3)

3. Type the Title and Description. Choose if it will be graded or not.

UMassOnline [My UMassOnline](#) | [Accessibility](#) | [Help](#) | [Log out](#)

Build Teach Student View **PILOT\_COURSES - LucyBorgheiinck**

Your location: [Discussions](#) > [Create Discussion Topic](#) > [Create Journal Topic](#)

### Create Journal Topic

\*Title:

Description:  [Enable HTML Creator](#)

Use HTML

Item Visibility:  Show Item  
 Hide Item

**Category:** Topics can be organized into categories.  
Select Category:

**Grading**

Topic is not gradable

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form: [Select Grading Form](#)

A column is automatically created for this topic in Grade Book

Grade Book column title:

Release grade to Students in *My Grades*

4. Scroll down to Topic Behavior Options to choose whether students can see other students' posts and/or reply to them, as well as whether the posting will be anonymous or not.
5. Remember to click Save.

The screenshot shows the Blackboard interface for a course titled "PILOT\_COURSES - LucyBorgheiinck". The left sidebar contains navigation menus for "Course Tools" and "Designer Tools". The "Course Tools" menu includes options like "Course Content", "Announcements", "Assessments", "Assignments", "Calendar", "Chat", "Discussions", "Goals", "Learning Modules", "Local Content", "Mail", "Media Library", "Roster", "SCORM", "Search", "Syllabus", "Web Links", and "Who's Online". The "Designer Tools" menu includes "Manage Course", "File Manager", "Grading Forms", and "Selective Release".

The main content area is titled "Topic Behavior Options" and contains several sections:

- Grading:** Radio buttons for "Alphanumeric grade" and "Grade by Grading Form: [Select Grading Form]". A note states "A column is automatically created for this topic in Grade Book" with a text input for "Grade Book column title:". A checkbox for "Release grade to Students in My Grades" is present.
- Goals:** A section titled "Goals" with a "Select Goals" button.
- Peer Review:** A section titled "Peer Review (Expand this area to see more options.)" with a minus sign icon.
- Topic Behavior Options:** A section titled "Topic Behavior Options (Expand this area to see more options.)" with a plus sign icon.
- Student Posting Rules:** Radio buttons for "Students can post messages and reply to messages", "Students can post messages but cannot reply to messages", and "Students can reply to messages but cannot post messages". A checked checkbox for "Students can edit their messages after posting them" is present. A radio button for "Lock this topic for Students (Section Instructors can post in a locked topic)" is also present.
- Author Identification:** Radio buttons for "Authors are identified by user names" and "Authors are anonymous to Students".
- Artifact Creation for Portfolios:** A checked checkbox for "Allow Students to save their messages as portfolio artifacts".
- Journal Privacy:** Radio buttons for "Private: entries are visible to the author and Section Instructors only" and "Public: entries are visible to all Students and Section Instructors".

At the bottom of the page, there are "Save" and "Cancel" buttons. The "Save" button is circled in red. Below the buttons, there is a red asterisk and the text "Required field".

## To View Journal Entries

1. In the Teach tab, click on the Discussions tool in the Course Tools menu.
2. Click on the title of the discussion to read the postings. The icon next to the title will distinguish journals from regular discussions.

The screenshot shows the UMassOnline Blackboard interface. At the top, there are navigation tabs for 'Build', 'Teach', and 'Student View'. The 'Teach' tab is active. On the left, there is a 'Course Tools' menu with various options. The 'Discussions' option is highlighted with a red arrow. Below the 'Course Tools' menu is the 'Instructor Tools' menu. The main content area shows the 'Discussions' tool interface. At the top, there are buttons for 'Create Topic', 'Create Category', and 'Reorder Categories'. Below these are two tabs: 'All Topics ( 1 Messages )' and 'All My Posts ( 1 Messages )'. The 'All Topics' tab is active. The list of discussions includes: 'Default Topic ( 0 Messages )', 'Who is your favorite poet? ( 0 Messages )', 'Weekly Poem ( 1 Messages )', and 'Unheard of Poets (Hidden) ( 1 Messages )'. The 'Weekly Poem' discussion is highlighted in yellow and circled in red. The description for 'Weekly Poem' reads: 'find one poem each week that you would like to have the class read. include in your journal entry: the body of the poem, the author, and a one-paragraph [Enter Weekly Poem] choose 2 or 3 each week to print and bring to class. i'll do my best not to choose the same students' submissions more than once.'

3. The page will display the journal assignment and any entries you have made on the right. On the left will be a list of students in the course. To read a journal entry, click on a student's name.
4. That student's most recent entry will now be displayed on the right where your entries were previously displayed. Under the body of the entry, there are buttons to make Comments, Forward the entry as a message, or Lock Message.
5. At the bottom of the screen are buttons to Save to Portfolio, Create Printable View, or Delete the message.

UMassOnline | My UMassOnline | Accessibility | Help | Log out

Build Teach Student View

PILOT\_COURSES - LucyBorgheiinck

Your location: Discussions > Weekly Poem

Name	Number of Entries (New)
<a href="#">My Journal</a>	0
<a href="#">Demo Student</a>	1

**Weekly Poem**

Description (click to collapse)

find one poem each week that you would like to have the class read, include in your journal entry: the body of the poem, the author, and a one-paragraph response. I will choose 2 or 3 each week to print and bring to class. I'll do my best not to choose the same students' submissions more than once.

Topic Type: Journal  
Graded: Yes (Numeric out of 5.0)  
Peer Review: No  
Posting Restrictions: Allow post only  
Access: Private  
User Identification: User Name

**Demo Student's Journal**

Select All Deselect All Sort by: Date

Subject: j/k Date: November 9, 2007 3:04 PM

pretending to do the assignment

Comments Forward Lock Message

(0 Comments)

Save to Portfolio Create Printable View Delete

## To Grade a Journal Entry

1. In the Teach tab, click on the Discussions tool in the Course Tools menu.
2. Next to the title of the journal, click on the small triangle and select Grade Topic from the drop-down menu.

The screenshot displays the Blackboard interface for a course. The top navigation bar includes 'UMassOnline' and 'PILOT\_COURSES - LucyBorgheiinck'. The 'Teach' tab is selected, and the 'Discussions' tool is active in the 'Course Tools' menu. The main content area shows a list of discussion topics. The 'Weekly Poem' topic is highlighted in yellow, and a context menu is open over it, with the 'Grade Topic' option selected. Red arrows point to the 'Weekly Poem' title and the 'Grade Topic' option in the menu.

- On the right side of the screen there will be a list of students and their entry statistics. Click on a student's name, and then View Student Posts, to read the journal entry.
- On the left side of the screen there will be a list of student names with a small text box. Enter the grade in that box and click Save Grades at the top of the list.

UMassOnline

My UMassOnline | Accessibility | Help | Log out

PILOT\_COURSES - LucyBorgheiinck

Build Teach Student View

Grade Discussions for: Weekly Poem

Class Averages  
 Average Messages Read: 1  
 Average New Messages Posted: 1  
 Average Replies Posted: 0

Grading Criteria:  
 Numeric out of 5

Save Grades

Name	Grade
Demo Student	3.0

Your location: Discussions > Discussion Activity Overview

Weekly Poem

Description (click to collapse)  
 find one poem each week that you would like to have the class read, include in your journal entry: the body of the poem, the author, and a one-paragraph response. i will choose 2 or 3 each week to print and bring to class. i'll do my best not to choose the same students' submissions more than once.

Topic Type: Journal  
 Graded: Yes (Numeric out of 5.0)  
 Peer Review: No  
 Posting Restrictions: Allow post only  
 Access: Private  
 User Identification: User Name

Discussion Activity Overview

To view messages posted by a Student, click the Student's name and then click View Student Posts.

Name	Messages		
	Total Messages Read	New Messages Posted	Replies Posted
Demo Student	1	1	0

Send Mail  
 View Student Posts  
 View Profile  
 View Performance Report

- To change the grade later, click on the original grade. In the pop-up window, enter the new grade and any comments that may explain the grade change. Click Save.

The screenshot displays the UMassOnline interface. On the left, a sidebar contains navigation icons and a 'Grade Discussions for: Weekly Poem' section. This section includes 'Class Averages' (Average Messages Read: 1, Average New Messages Posted: 1, Average Replies Posted: 0) and 'Grading Criteria' (Numeric out of 5). A 'Save Grades' button is present. Below it is a table with two columns: 'Name' and 'Grade'. The table contains one row with 'Demo Student' and '3.0'. A red arrow points to the '3.0' grade. A pop-up window titled 'Edit Value for: Weekly Poem' is overlaid on the table. The pop-up window has a blue border and contains the following fields: 'Member: Demo Student', a radio button for 'Revert to Original: 4', a radio button for 'Change To: 3' (which is selected), a text input field containing '3', and a 'Comment:' text area. Below the text area is a note: 'Audit comments will only be saved when a grade change has been made.' At the bottom of the pop-up are 'Save', 'Cancel', and 'View Audit History' buttons. The background shows a discussion post for 'Weekly Poem' with details like 'Topic Type: Journal', 'Graded: Yes (Numeric out of 5.0)', and 'Date: November 9, 2007 3:04 PM'.