



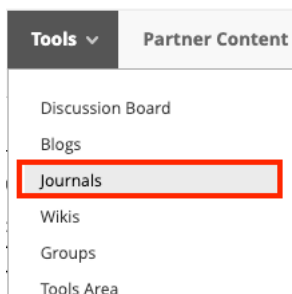
## Blackboard – Creating a Journal

Write an introduction.

Video Tutorial: [https://calbaptist.mediaspace.kaltura.com/media/Creating+a+Journal/1\\_v54wavi7](https://calbaptist.mediaspace.kaltura.com/media/Creating+a+Journal/1_v54wavi7)

### Directions

1. On the Left-side navigation menu, enter the link where the course content is stored (content, Learning Activities, etc...
2. Go to Tools menu then click on Journals



3. Click **Create a New Journal**
4. Fill out information such as Title, description, etc... Select whether the Journal is available or when Journal is available using date and time restrictions.
5. Set the Journal settings such as frequency and permissions for users and the Grade settings.

#### JOURNAL SETTINGS

- Index Entries
- Monthly  
*Indexing will organize entries by the chosen time-frame.*
- Weekly
- Allow Users to Edit and Delete Entries
- Allow Users to Delete Comments
- Permit Course Users to View Journal

#### GRADE SETTINGS

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

- Grade Journal
- No grading
- Grade : Points possible :

6. Click **Submit**