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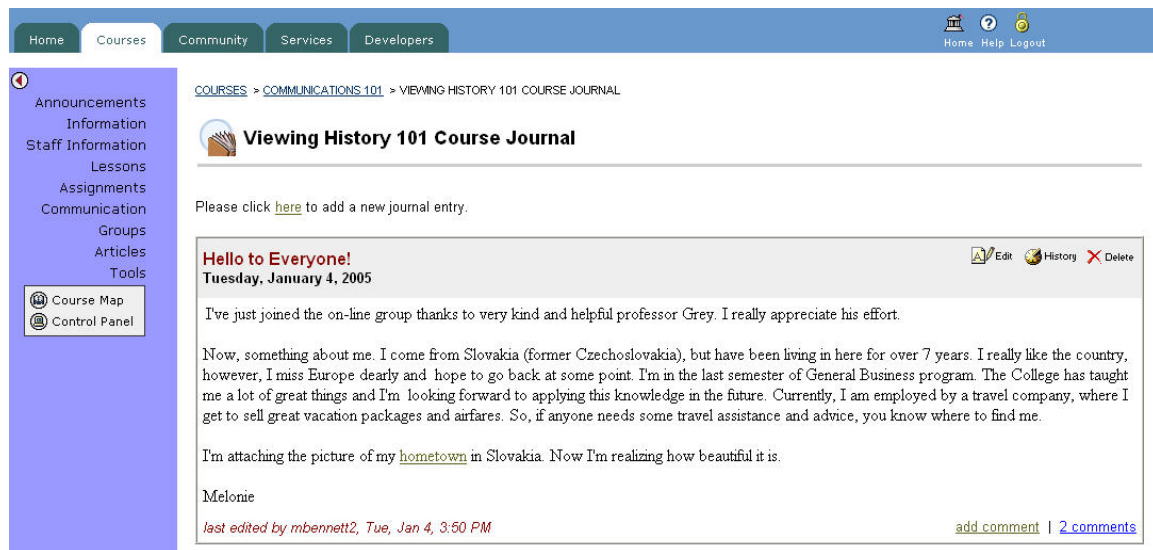
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Overview

Journal LX enables instructors to create online journals for the course as well as group and individual student journals. It can be used for a variety of purposes within an online course. Course and Group Journals can be configured by the instructor and included in the course Gradebook.

What is Journal LX?

Journal LX is a Web Log Tool (blog) that allows students and/or instructors to create a web based diary or journal in which they can add content at regular intervals. Users can add links to other websites, upload documents and images as well as comment on the journal entries of others.



Home Courses Community Services Developers Home Help Logout

COURSES > COMMUNICATIONS.101 > VIEWING HISTORY 101 COURSE JOURNAL

Viewing History 101 Course Journal

Please click [here](#) to add a new journal entry.

Hello to Everyone!
Tuesday, January 4, 2005

I've just joined the on-line group thanks to very kind and helpful professor Grey. I really appreciate his effort.

Now, something about me. I come from Slovakia (former Czechoslovakia), but have been living in here for over 7 years. I really like the country, however, I miss Europe dearly and hope to go back at some point. I'm in the last semester of General Business program. The College has taught me a lot of great things and I'm looking forward to applying this knowledge in the future. Currently, I am employed by a travel company, where I get to sell great vacation packages and airfares. So, if anyone needs some travel assistance and advice, you know where to find me.

I'm attaching the picture of my [hometown](#) in Slovakia. Now I'm realizing how beautiful it is.

Melonie

last edited by mbennett2, Tue, Jan 4, 3:50 PM

[add comment](#) | [2 comments](#)

What can Journal LX be used for?

There are many classroom uses of Journal LX. Journals can be used to provide a forum for students to reflect on course topics or projects. Journals can also be used as online filing cabinets where assignments and course reference material are stored. This tool can also be used to create collaborative writing spaces where students can give feedback to one another. Finally, journals can also be used to create student research logs.

Types of Journals

Two types of Journals can be created and made available within your course.

- A “Course/Organization Journal”
- Multiple “Group Journals”

Course/Organization Journal

The Course/Organization Journal is a collaborative blog tool that is associated with a course or organization and is accessed through the Course Tools list in Blackboard.

Course Journals can be used by the instructor for their own purposes:

- Post class assignments
- Comment on lectures
- Provide background reading for lessons

Each course/organization has a journal that all students have access to. With appropriate permissions users will be able to view, comment on and create journal entries in the course journal. Course Journals can also be used as a forum for students to reflect on issues relating to the course.

Group Journal

Group Journal documents appear in the course documents (or other content area) section of your course. Group Journals created and used as part of regular course work. Group Journals can be assigned to a group of users or as individual work areas or assignments.

[COURSES](#) > [COMMUNICATIONS 101](#) > [JOURNALS](#)



Group One - Web Site Analysis Journal

[View](#)

This journal is for members of group one to discuss their Web Site Analysis project.



Group Two - Web Site Analysis Journal

[View](#)

This journal is for members of group two to discuss their web site analysis project.



Group Three - Web Site Analysis Journal

[View](#)

This journal is for member of group three to discuss thier web site analysis project.

Creating Journals

Journals are created within the Control Panel of the course. The Course Journal is created automatically but needs to be configured for use. Group Journals need to be created individually and then configured for use.

Configuring Course Journal

A Course Journal is set up through the course control panel. Locate the 'Configure Journal' link in the “*Course Tools*” section of the Control Panel. By default, the Course Journal has been set up so that only the instructor will be able to create entries.

The ‘Configure Journal’ tool allows an instructor to control four kinds of access to the Course Team Site.

- **Entry Creation** – Determines whether or not users are allowed to add entries to the Course Journal.
- **Member Comments** – Determines whether or not students can add comments entries in the Course Journal.
- **Edit Dates** – Determines the period of time in which students can add entries to the Journal if this feature has been enabled.
- **View Dates** – Determines the period of time in which students can view the Course Journal.

To configure the Course Journal follow the steps below:

Step 1: Access the course Control Panel

Step 2: Click on the “Configure Journal” link in the “*Course Tools*” section of the Control Panel



Step 3: Set the ‘Create Entries’ option to determine if course members can add journal entries

Do you want to allow students to create journal entries?

☐ Yes ☒ No

Note: By default entry creation is disallowed.

Step 4: Set the 'Member Comment' option to determine if course members can comment on journal entries

Do you want to allow students to comment on Journal entries?

☐ Yes ☒ No

Step 5: Select the Edit Dates for the course journal. Specify a start and/or stop date for the period of time when students can create journal entries

Choose the dates and times for which group members will be allowed to edit the site.

☐ Allow Edits After

Jan 6 2005
9 00 AM

☐ Allow Edits Until

Jan 6 2005
9 00 AM

Note: By default there are no date restrictions placed on entry creation if it is enabled.

Step 6: Select the View Dates for the course journal. Set the start and/or stop dates for student access to the Course Journal

Choose the dates and times for which non-group members will be allowed to view the site.

☐ Display After

Jan 6 2005
9 : 00 AM

☐ Display Until

Jan 6 2005
9 : 00 PM

Note: By default there are no date restrictions placed on viewing.

Creating Group Journals

A Group Journal is created by adding a special kind of Content Type with a course Content Area such as 'Assignments' or 'Course Documents'. Locate the content area where the Journal should be created.

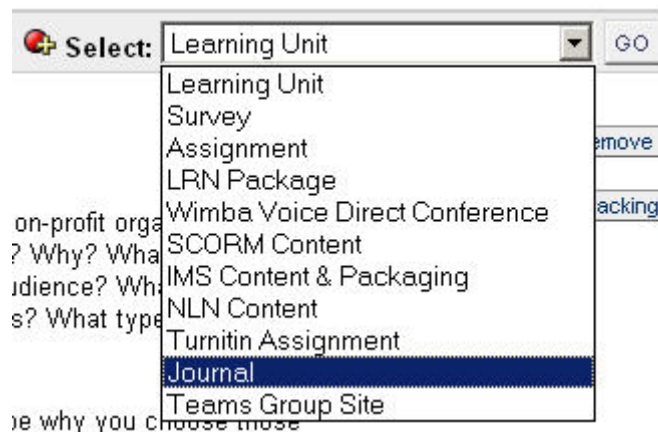


To create a group Journal follow the steps below:

Step 1: Access the Course Control Panel

Step 2: Choose the Content Area (i.e. Course Documents, Assignments, etc.) where you wish to create the Group Journal

Step 3: Select the 'Journal' item from the drop down list in the right corner of the Action Bar



Step 4: Click the  button to create the Group Journal

Configuring Group Journals

Once you have accessed the 'Create Group Journal' page you will need to complete the information required to configure it for use.

Step 1: Enter a name for your Journal and briefly describe the purpose of this Group Journal

1 Group Journal Information

Group Journal Name:



Description:

Step 2: You will need to select Group Members for this Journal. Group Members can be added as groups already established within the course or as individual course members

a. Choose a Group

- a. You can assign the Group Site to one or more existing groups by selecting them one at a time in the “Course Groups” list.
- b. Once you have selected the group click the right arrow button to add the group to the “Selected Groups” list.

Choose a Course Group

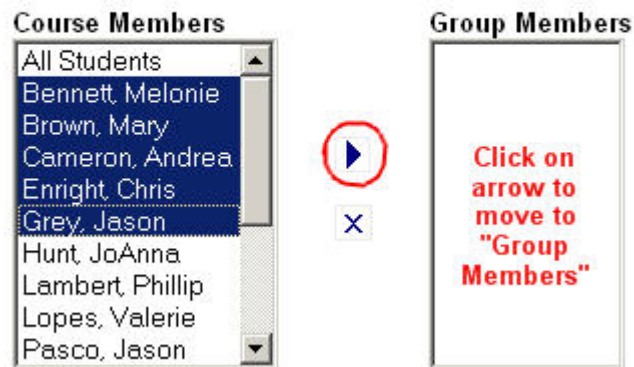
Course Groups		Selected Groups
Group One	 	<p>Click the arrow to move to "Selected Groups"</p>
Group Three		
Group Two		

Note: This option will only appear if groups have already been defined within the course.

b. Choose Individual Users

- a. You can assign the Group Site to one or more individual course users by selecting them from the “Course Members” list.
- b. Once you have selected the group click the right arrow button to add the user to the “Selected Users” list.

Choose Individual Course Members



Step 3: Instructors can control four different forms of access to the Journal: Visibility, Comments, Edit Dates; and View Dates

- a. **Visibility** – this option allows an instructor to set whether or not this Journal is visible to selected users.

Do you want to make the content visible? ☒ Yes ☐ No

- b. **Comments** – this option allows an instructor to set whether or not students can comment on journal entries.

Do you want to allow students to comment on Journal entries? ☐ Yes ☒ No

- c. **Edit Dates** – this option allows the instructor to specify the dates or date range in which the assigned group members are allowed to add journal entries.

Choose the dates and times for which group members will be allowed to edit the site.

☐ Allow Edits After

Jan 6 2005 9:00 AM

☐ Allow Edits Until

Jan 6 2005 9:00 AM

- d. **View Dates** – this option allows the instructor to specify the dates which the Journal is visible to non-group members.

Choose the dates and times for which non-group members will be allowed to view the site.

☐ Display After

Jan 6 2005
9 : 00 AM

☐ Display Until

Jan 6 2005
9 : 00 PM

Note: Journals can be made individual by selecting a single user as the “Group Member” and setting the “View Dates” for a date/time outside of the course duration.

Step 4: A Gradebook item can be created to correspond with this Journal. Enter the required information to add this item to your course Gradebook.

4 Create Grade Book Entry

☐ Create a Grade Book entry for this Journal.

Entry Name:

Category:

Description:

Points Possible:

Display As:

Make grade visible to students? ☒ Yes ☐ No

- Check the checkbox associated with the ‘Create a Grade Book entry for this Journal’ statement.
- Enter an item name.
- Select the Gradebook category.
- Add an optional description.
- Enter the points possible.
- Choose the display settings.
- Set the Gradebook item visibility.

Step 5: Choose a “Page Encoding” setting and an “Alternate Language” for the site

5 Choose Alternate Language


This optional step allows you to choose a page encoding and a primary language for your Journal. It will allow you to use the LOI editor to create pages in a language that uses non-Roman characters.

Choose Page Encoding:

Choose Primary Language:

Choose Primary Text Direction:

Note: This is an optional step which allows the instructor to choose a page encoding and primary language for the site. It will allow you to create pages in a language that uses non-Roman characters.

Step 6: Click the  button to finish creating the group Journal

Accessing Journals

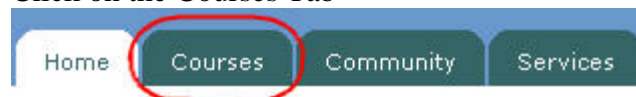
There are a number of access points to Journals from within the Blackboard System.

- Course/Organization Journals are accessed within the Tools area of your course.
- Group Journals can be found in any content area where the instructor has created them.

Accessing Course/Organization Journal

Step 1: Locate and access the course containing the Journal

- a. Click on the Courses Tab



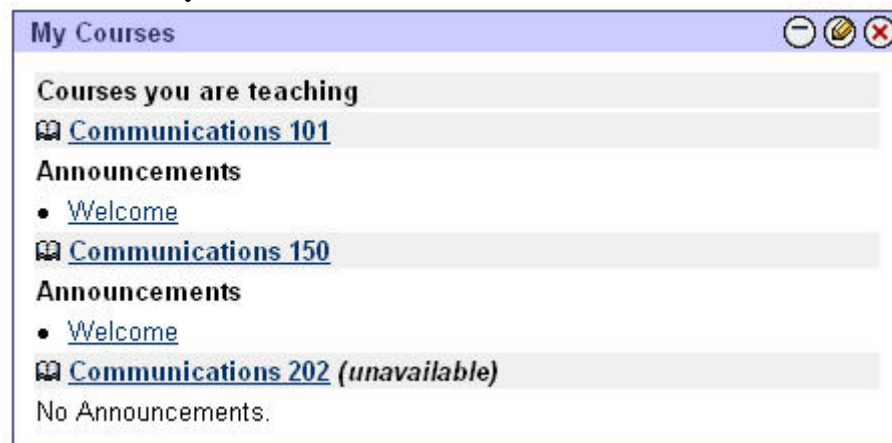
- b. Click on the link to the course

Courses you are teaching:

 [Communications 101](#)

Or

- c. Locate the 'My Courses' module



- d. Click on the link to the course

Step 2: Click on the “Tools” link within the course menu



Step 3: Click on the “Course/Organization Journal” item to access the course/organization Journal



[Course Journal](#)

Note: If the Course Journal contains no entries you will see the message “There are no entries in your Journal. Click here to add an entry.” Click on the link to add a journal entry.

There are no entries in your Journal. Please click [here](#) to add an entry.

Accessing Group Journals

Step 1: Locate and access the course containing the Group Journal

- a. Click on the Courses Tab



- b. Click on the link to the course

Courses you are teaching:

 [Communications 101](#)

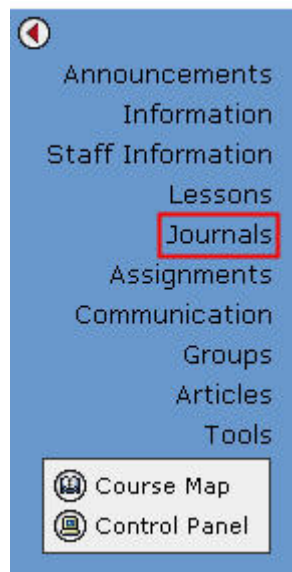
Or

- c. Locate the ‘My Courses’ module



d. Click on the link to the course

Step 2: Click on the appropriate content area (Course Documents, Assignments, etc) in the course menu



Step 3: Locate and click on the “View” link related to the Group Journal within the selected content area



This journal is for members of group one to discuss their Web Site Analysis project.

Note: If the Group Journal contains no entries you will see the message “There are no entries in your Journal. Click here to add an entry.” Click on the link to add a journal entry.

There are no entries in your Journal. Please click [here](#) to add an entry.

Using Journals

When using Journals there are a variety of things you need to be aware of.

- Viewing Journals
- Adding Entries
- Commenting on Entries

This section details all of the functionality available when using Journal LX.

Viewing Journals

Once you have opened a Journal the individual entries are displayed with the most current at the top of the page. When viewing a journal you have the ability to view special information about each entry:

- Title/Date of the Journal entry
- Author
- Time of last edit

The screenshot displays two journal entries from a web application. The first entry, titled "Hello to Everyone!", is dated Tuesday, January 4, 2005. It contains three paragraphs of text. Annotations with red arrows point to the title, the author's name "Melonie", and the edit timestamp "last edited by mbennett2, Tue, Jan 4, 3:50 PM". The second entry, titled "My Intro!!", is also dated Tuesday, January 4, 2005. It contains three paragraphs of text. An annotation with a red arrow points to the edit timestamp "last edited by cenright1, Tue, Jan 4, 3:46 PM". Both entries have a header bar with "Edit", "History", and "Delete" icons. The first entry also has a "2 comments" link.

Hello to Everyone! ← Entry Title
Tuesday, January 4, 2005

I've just joined the on-line group thanks to very kind and helpful professor Grey. I really appreciate his effort.

Now, something about me. I come from Slovakia (former Czechoslovakia), but have been living in here for over 7 years. I really like the country, however, I miss Europe dearly and hope to go back at some point. I'm in the last semester of General Business program. The College has taught me a lot of great things and I'm looking forward to applying this knowledge in the future. Currently, I am employed by a travel company, where I get to sell great vacation packages and airfares. So, if anyone needs some travel assistance and advice, you know where to find me.

I'm attaching the picture of my [hometown](#) in Slovakia. Now I'm realizing how beautiful it is.

Melonie ← Entry Author

last edited by mbennett2, Tue, Jan 4, 3:50 PM ← Date of Entry

[add comment](#) | [2 comments](#)

My Intro!!
Tuesday, January 4, 2005

Hi everyone, my name is Chris and I'm 18 years old. I will be turning 19 this coming October. I was born and raised here and I am currently residing in the downtown area of the city. I can speak both English and Cantonese languages. I'm currently in the second year and third semester of the Business Computer Systems (BCS) program.

My interests include computers and the Internet, sports, games and music. I enjoy watching and playing hockey and baseball the most. My preferred genre of music is Hip-hop, rap and R&B. My favourite foods are ribs, fried rice and seafood chow mein. My favourite colour is black.

In my spare time I like to play computer and video games, be active and play sports with friends, or just generally hanging out with friends on those lazy days.

last edited by cenright1, Tue, Jan 4, 3:46 PM

[add comment](#)

From this page you can easily navigate to other entries within the Journal.

Adding Journal Entries

To add an entry to a journal follow the steps below:

Step 1: Access the Course/Organization or Group Journal you wish to add an entry to

Step 2: Click on the link in the statement “Please click here to add a new journal entry”

Please click [here](#) to add a new journal entry.

Once you have clicked on this link you will be brought to an edit page. There are three main controls involved in editing a Journal entry:

- Edit
- View History
- Delete

Control	Description
Edit	Launches the editor for modifying a journal entry
View History	Lets users view the revision history for a journal entry
Delete	Marks the journal entry as deleted.

Note: The edit controls are only available to the group assigned to maintain the Journal.

Editing Journal Entries

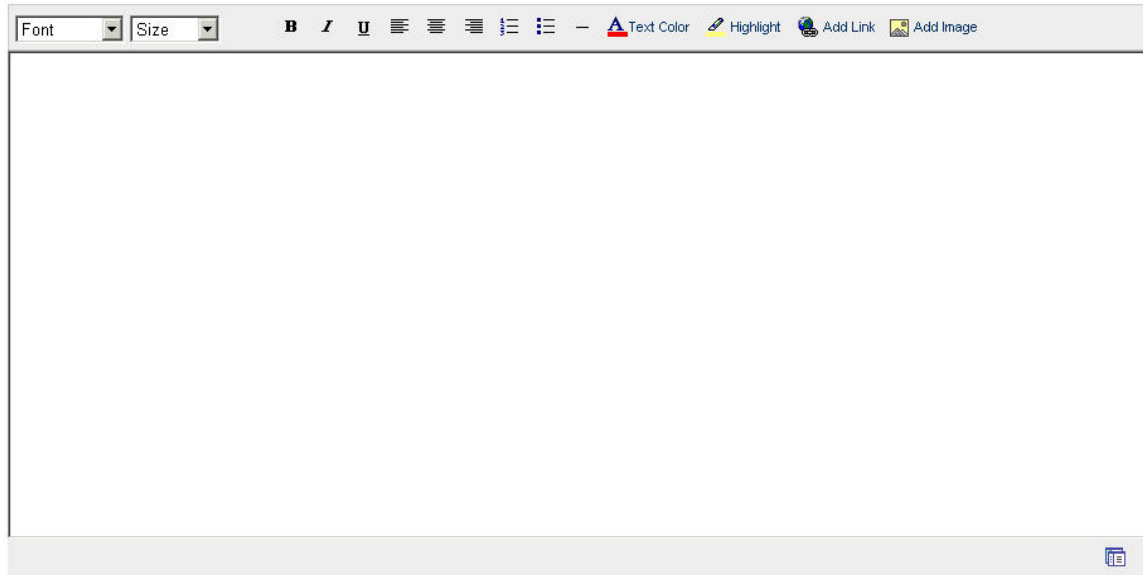
When editing a Journal there are three different types of controls available to you:

- Editor controls
- The editor pane
- The save controls.


Element	Description
Editor Controls	Contains formatting and other controls for the editor
Editor Pane	Area where edits are made
Save Controls	Contains the controls for saving changes or exiting without saving

Editor Controls

The Journal editor has the same set of basic formatting controls as any standard browser (WYSIWYG – What You See Is What You Get) editor. In addition, the Journal editor has two additional controls that allow users to Link Files/Pages and Add Images.



1. Link Functions

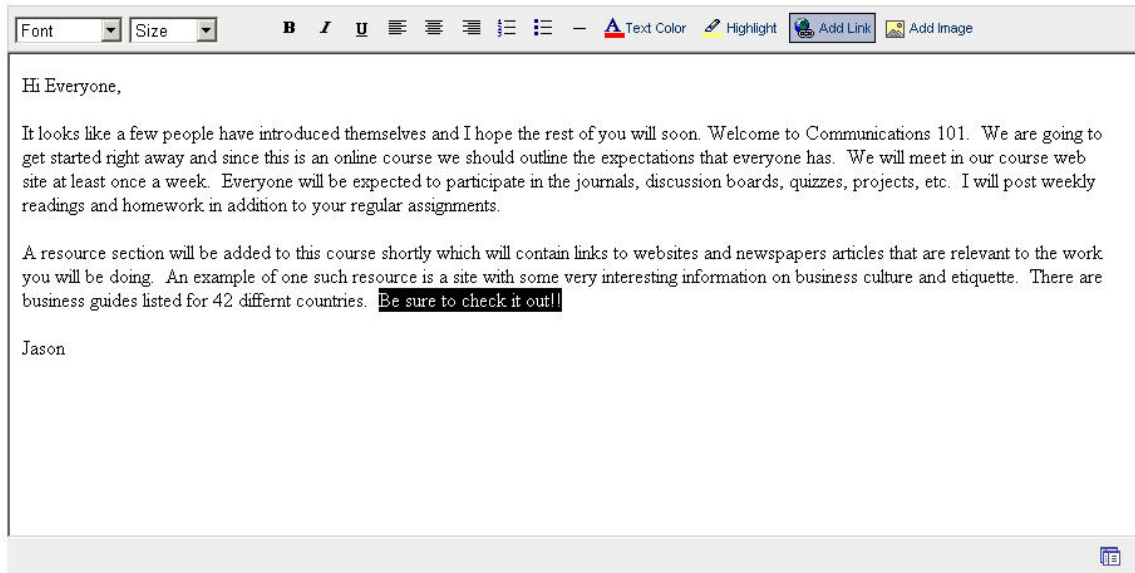
This allows users to insert a link to another an external website, or an uploaded file into the page being edited. Clicking the  **Add Link** button in the Action Bar will bring up the “Add Link Wizard” which will step you through adding links of various types.



To create a link within your Journal entry follow the steps below:

Step 1: Highlight the text of the document you wish to make a link and click on the

 **Add Link** button



The screenshot shows a journal editor window. At the top is a toolbar with options for Font, Size, Bold, Italic, Underline, Bulleted List, Numbered List, Indent Left, Indent Right, Text Color, Highlight, Add Link, and Add Image. The main text area contains the following content:

Hi Everyone,

It looks like a few people have introduced themselves and I hope the rest of you will soon. Welcome to Communications 101. We are going to get started right away and since this is an online course we should outline the expectations that everyone has. We will meet in our course web site at least once a week. Everyone will be expected to participate in the journals, discussion boards, quizzes, projects, etc. I will post weekly readings and homework in addition to your regular assignments.

A resource section will be added to this course shortly which will contain links to websites and newspapers articles that are relevant to the work you will be doing. An example of one such resource is a site with some very interesting information on business culture and etiquette. There are business guides listed for 42 different countries. **Be sure to check it out!!**

Jason

At the bottom right of the text area is a small icon of a document with a plus sign.

Step 2: Select the type of link you wish to add

- a. Link to an external page – Link to an external website
- b. Link to a local file or image – Upload and link to a file or image



The screenshot shows a dialog box titled "Welcome to the Add Link Wizard". The text inside says "Please choose the type of link to add:". There are two radio button options:

- ☐ Link to an external web site
- ☐ Link to a local file or image

At the bottom right are two buttons: "Next >" and "Cancel".

Step 3: Enter the detail (website URL, choose file, etc.) for the link and click OK

Link to External Site

Please specify the address of the external page:

[Preview](#)[< Back](#)[Finish](#)[Cancel](#)

2. Add Image Function

This allows you to insert an image directly into the page. Within the Journal editor you can insert two kinds of images.

- An external image – located on an external web page and linked to within your Journal entry
- A local image – stored on your personal computer and uploaded to the Journal entry

To insert an external image follow the steps below:

Step 1: Click on the  [Add Image](#) button in the Action Bar

Step 2: Select the 'add external image' option

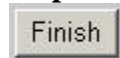
Welcome to the Insert Image Wizard

Please choose the type of image to insert in your page:

- ☒ Insert an external image (select this option if the image is located on a page in another website and you know the URL)
- ☐ Insert a local image (select this option if the image is located on your computer)

[Next >](#)[Cancel](#)

Step 3: Enter the URL of the image you wish to embed in your Journal entry and click



Insert External Image

Please specify the address of the external image:

Please provide a brief description of the image for users of non-visual browsers (alt text):

To insert a local image follow the steps below:

Step 1: Click on the  button



Step 2: Select the 'add local image' option

Welcome to the Insert Image Wizard

Please choose the type of image to insert in your page:

☐ Insert an external image (select this option if the image is located on a page in another website and you know the URL)

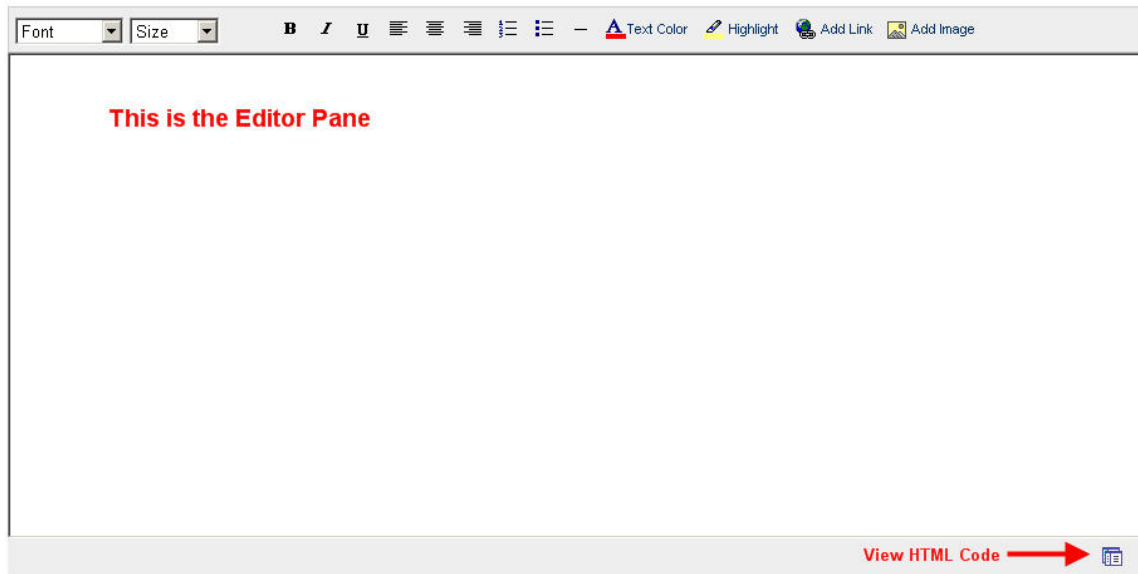
☒ Insert a local image (select this option if the image is located on your computer)

Step 3: Browse to locate the image you wish to upload. Once you have selected the image click  and  to upload it

Editor Pane

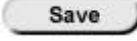

The Editor Pane is the area that you can type into. You can cut and paste text and images from an HTML page or a Word document and then edit the inserted text. The Editor Pane works like any standard editor.

Documents created in Journal LX are converted into HTML when saved. You can view the HTML code produced by the editor by using the “Toggle Mode” control. This control is located at the bottom right of the editor.



Note: This feature can be used to provide finer control of the page formatting than is possible by using the Editor Controls alone. This feature requires prior knowledge of HTML.

Save Controls

Save edits made to your Journal by clicking the  button located at the bottom right of the screen. To stop editing without saving changes click on the  button.

Commenting on Journal Entries

The instructor can configure the Course/Organization or Group Journal so that students can comment on individual entries. If comments have been enabled any course member or instructor can comment on a journal entry.

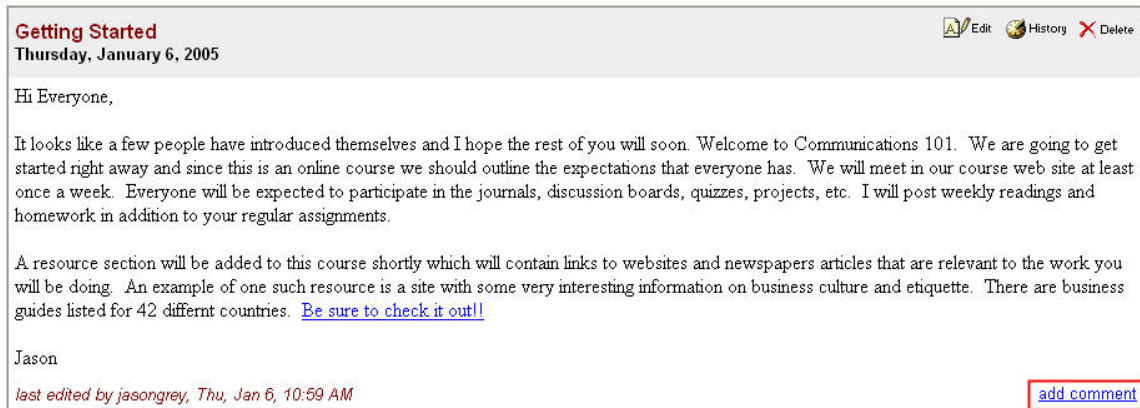
Adding a Comment

To comment on a journal entry follow the steps below:

Step 1: Access the Course/Organization or Group Journal

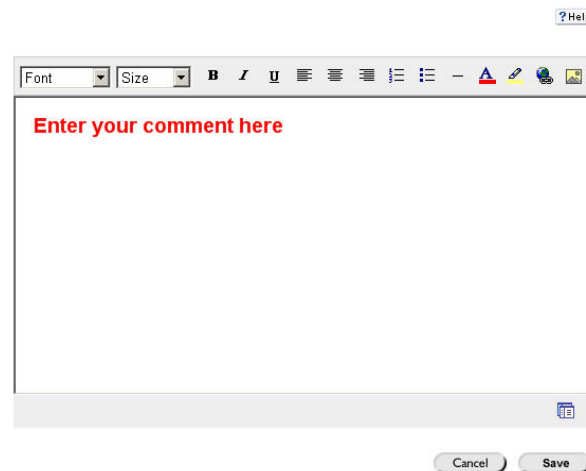
Step 2: View the journal entries

Step 3: Click on the “Add Comment” link at the bottom right of the entry

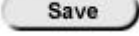


The screenshot shows a journal entry titled "Getting Started" dated Thursday, January 6, 2005. The entry text reads: "Hi Everyone, It looks like a few people have introduced themselves and I hope the rest of you will soon. Welcome to Communications 101. We are going to get started right away and since this is an online course we should outline the expectations that everyone has. We will meet in our course web site at least once a week. Everyone will be expected to participate in the journals, discussion boards, quizzes, projects, etc. I will post weekly readings and homework in addition to your regular assignments. A resource section will be added to this course shortly which will contain links to websites and newspapers articles that are relevant to the work you will be doing. An example of one such resource is a site with some very interesting information on business culture and etiquette. There are business guides listed for 42 differnt countries. [Be sure to check it out!!](#) Jason". At the bottom right, the text "last edited by jasangrey, Thu, Jan 6, 10:59 AM" is displayed, and the "add comment" link is highlighted with a red box.

Step 4: Enter your comment in the small editor window.



The screenshot shows a comment editor window. It has a toolbar with options for Font, Size, Bold, Italic, Underline, and various alignment and list options. The main text area contains the prompt "Enter your comment here" in red. At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button highlighted by a red oval.

Step 5: Click the  button to add your comment to this Journal Entry

Viewing Comments




To view comments associated with a Journal Entry follow the steps below:

Step 1: Access the Course/Organization or Group Journal

Step 2: View the journal entries

Step 3: Click on the “# Comment” link at the bottom right of the entry

Hello to Everyone!
Tuesday, January 4, 2005

 Edit  History  Delete

I've just joined the on-line group thanks to very kind and helpful professor Grey. I really appreciate his effort.

Now, something about me. I come from Slovakia (former Czechoslovakia), but have been living in here for over 7 years. I really like the country, however, I miss Europe dearly and hope to go back at some point. I'm in the last semester of General Business program. The College has taught me a lot of great things and I'm looking forward to applying this knowledge in the future. Currently, I am employed by a travel company, where I get to sell great vacation packages and airfares. So, if anyone needs some travel assistance and advice, you know where to find me.

I'm attaching the picture of my [hometown](#) in Slovakia. Now I'm realizing how beautiful it is.

Melanie

last edited by mbennett2, Tue, Jan 4, 3:50 PMadd comment | **2 comments**

Note: If there are no comments associated with the Journal entry only the “Add Comment” link will appear.

Exporting Journals

Group Journals can be exported by the instructor and stored as a zipped HTML files. These files can be unpackaged and viewed outside of the Learning System environment.

To export a group journal follow the steps below:

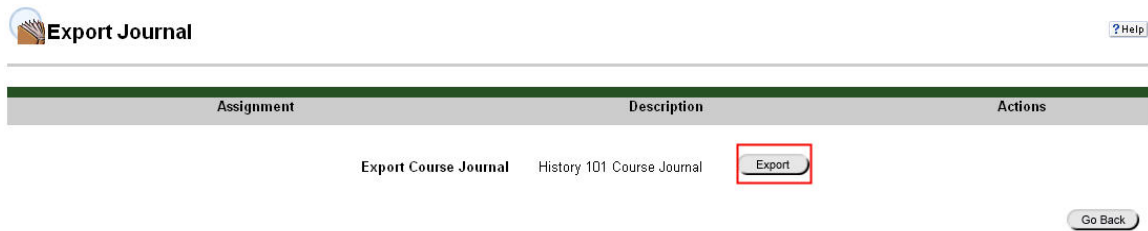
Step 1: Access the Course Control Panel

Step 2: Click on the “Export Journal” link in the *Course Tools* section

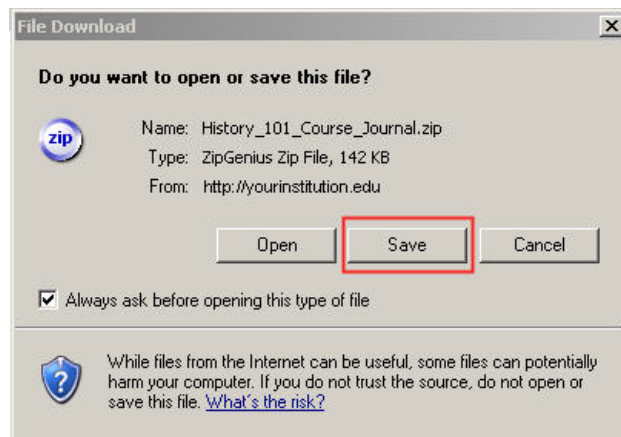
Course Tools	
Announcements	Manage Chalk Title
Course Calendar	Elluminate Live!
Staff Information	Configure Journal
Tasks	Export Journal
Send Email	Configure Teams Site
Discussion Board	Assess/Export Teams Site
Collaboration	Turnitin Assignments
Digital Dropbox	

Step 3: Locate the Group Journal you wish to export and click on the associated

 button.



Step 4: Click SAVE on the “File Download” window that appears.



Step 5: Select the location where you wish to save the file and click “Save”