Using the Blackboard Journal Tool

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**Journal Tool:** this is intended to be a *private journal* for each student in the course; only the student and the instructor or TA can access this Journal.

To create a Journal, use the “+” sign on the top left of your course home page, and select “Tool Link.”

![Tool Link](image)

Name the main course menu button and select “Journals” from the drop down menu. Select the box to make it Available to students.

![Available](image)

On the Journals listing page, select “Create Journal,” and give it a name. You have an option to add instructions, change formatting and available dates, and grade from within the Journal.

![Create Journal](image)
Students start their journals with the “Create Journal Entry” button.

Sample Student Journal:

The instructor can “Comment” on a student’s journal entry.

To review all journal entries by student, select the student using the drop down menu on the right.

These instructions explain how to grade your Journal from directly within Blackboard.