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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.

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.

*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.
Accessing Journals

There are a number of access points to Journals from within the Blackboard System.
  o  Course/Organization Journals are accessed within the Tools area of your course.
  o  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

  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

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

   Home  Courses  Community  Services

b. Click on the link to the course

   Courses in which you are enrolled:

   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

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**

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Launches the editor for modifying a journal entry</td>
</tr>
<tr>
<td>View History</td>
<td>Lets users view the revision history for a journal entry</td>
</tr>
<tr>
<td>Delete</td>
<td>Marks the journal entry as deleted.</td>
</tr>
</tbody>
</table>

*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.**

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editor Controls</td>
<td>Contains formatting and other controls for the editor</td>
</tr>
<tr>
<td>Editor Pane</td>
<td>Area where edits are made</td>
</tr>
<tr>
<td>Save Controls</td>
<td>Contains the controls for saving changes or exiting without saving</td>
</tr>
</tbody>
</table>

**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.

Welcome to the Add Link Wizard

Please choose the type of link to add:

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

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
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

Step 3: Enter the detail (website URL, choose file, etc.) for the link and click OK
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
Step 3: Enter the URL of the image you wish to embed in your Journal entry and click Finish.

Insert External Image

Please specify the address of the external image:

http://www.mindtools.com/media/memory01.jpg

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

Thumbnail of Mind Tools eBook

To insert a local image follow the steps below:

Step 1: Click on the Add Image 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 Next and Finish 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 **Save** button located at the bottom right of the screen. To stop editing without saving changes click on the **Cancel** 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.

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

Step 5: Click the [Save] 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

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 airfare. 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 interven12, Tue, Jan 4, 3:50 PM

add comment | 2 comments

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