This Quick Guide gives the eLearning team’s recommended settings for navigating a journal in Blackboard. It is the second in a series of four quick guides covering the process of grading & providing feedback using online journals.

Guides on other aspects of reflection, assessment & Blackboard are available at www.tcd.ie/CAPSL/resources/

### 1. Navigating Student Entries

1. Click on the Journal link on the left-hand module menu to navigate to the journal
2. In the next window select the journal you wish to open
3. On the right, under the heading Journal Details use the left and right arrows to navigate from one student to the next and to view their entries
4. Use the down arrow below your name to view a list of student journals. Only students with journal entries will display
5. Tick the box Show Empty Journals to view all student journals
6. Click on a student in the list to open their journal entries

### 2. The Index

Under INDEX, journal entries are displayed by month showing the latest entry at the top of the list.

The INDEX can be shown or hidden using the plus or minus box to the left of the index option.

### 3. Creating Journal Entries and Comments

The journal always opens in your journal. Here you have the option to Create a Journal Entry. Once you navigate to a student journal this option disappears.

On a student journal you have the option to leave a Comment for the student on a particular entry.

Students cannot comment on each other’s journals.

### 4. Editing a Journal’s Settings

If you need to edit the Journal Settings at any stage select the drop down arrow next to the journal title and select Edit.

Click Submit to save any changes.

### 5. Creating a Shortcut to a Journal

You can create a shortcut to the journal in any folder in your module (for example, as part of the tasks & materials for a particular week). Select the folder on the left-hand module menu in which you wish to create a shortcut to the journal.

From the Tools Menu in the folder select Journals. Select the radio button ‘Link to a Journal’ and then pick the journal from the list.

### 6. The Next Step – Grading a Journal in Blackboard

Visit [http://www.tcd.ie/CAPSL/resources/onlineassessment/journals.php](http://www.tcd.ie/CAPSL/resources/onlineassessment/journals.php) for a Quick Guide on how you can grade students’ journals and provide feedback.