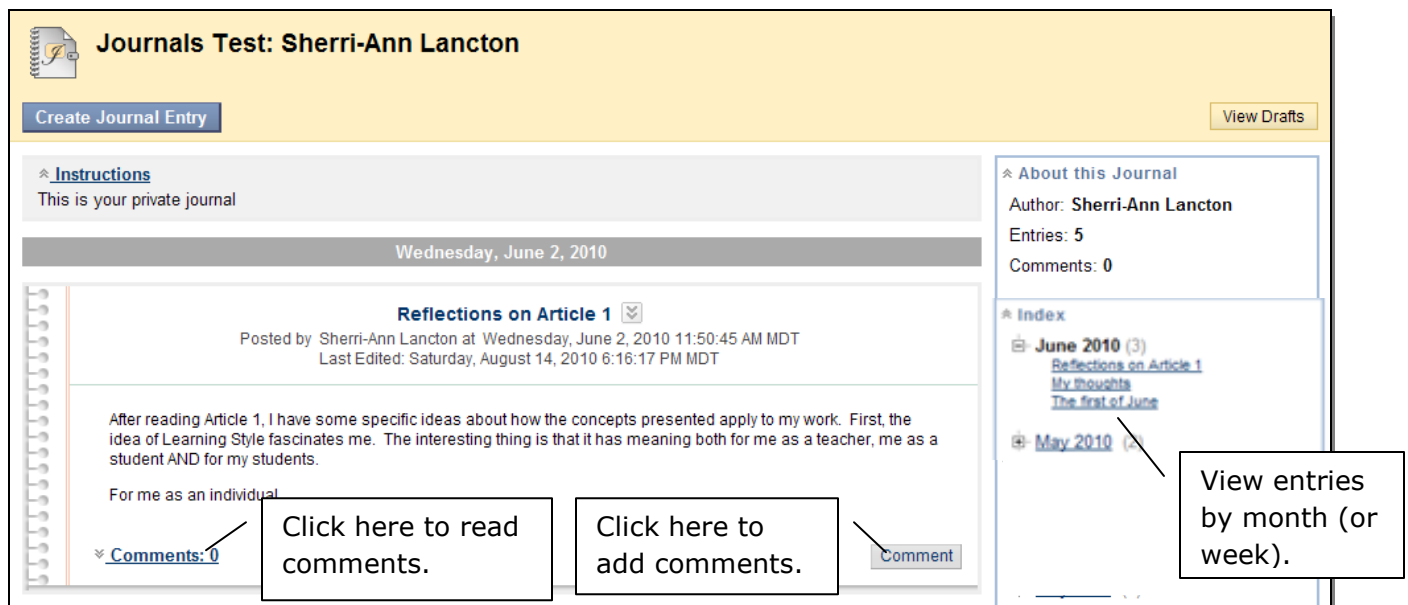


Using a Journal

Quick Reference Guide

Overview

Some of your courses may have journal activities. The journal provides a convenient way for you to communicate with the instructor on a regular basis. In some courses this may be a “reflective journal” in which you are asked to reflect on your learning. In other courses it may be used to communicate on the development of final projects/papers or on regular assignments, observations, or activities. You will only be able to see your own journal postings and the comments by your instructor only. It is your own personal space.



Posting an Entry

1. Select the link to the journal.
2. Use **Create Journal Entry** to add a posting.
3. Use the tools at the top to format the entry and add files, graphics, audio, etc.



The icons in the visual editor allow you to:

- Attach a file
- Insert an image
- Insert a movie
- Insert Quicktime
- Add audio content
- Add flash content
- Paste from Word

Each of these icons opens a window to find a file on your computer to insert.

Use the world icon  to insert a link to a web page. (See next page for details).

4. Select **Post Entry**.

Commenting on an Entry

Your instructor may add comments to your journal to provide you with feedback. You can also comment to reply to the instructor. This way you can have a conversation about your entry.

1. Select the **Comment** button.
2. Type your comment (note there is no formatting available in comments).
3. Select **Add**.

Viewing Comments

The comments indicator shows if there are comments. Click on it to view the comments.

Viewing Entries

The index along the right side is organized by date and enables you to view your postings.

Adding a Graphic to an Entry

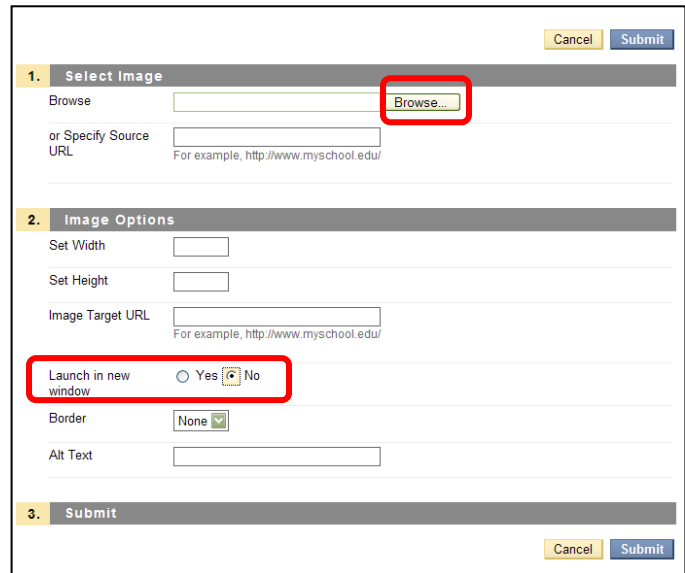
In the text area, at the cursor location where you would like to insert the graphic, click the **Insert Image** tool.

1. Browse for the image on your computer.
2. Leave the **Set Height**, **Set Width** blank since you can size the graphic after you add it to your entry.
3. Select **No** for Launch in new window to display the graphic right in your page.
4. Use the drop down menu to select a border size (frame around the image).
5. Select **Submit**.
6. The **Image Added** dialog box displays.
7. Select **Submit** to submit the graphic.

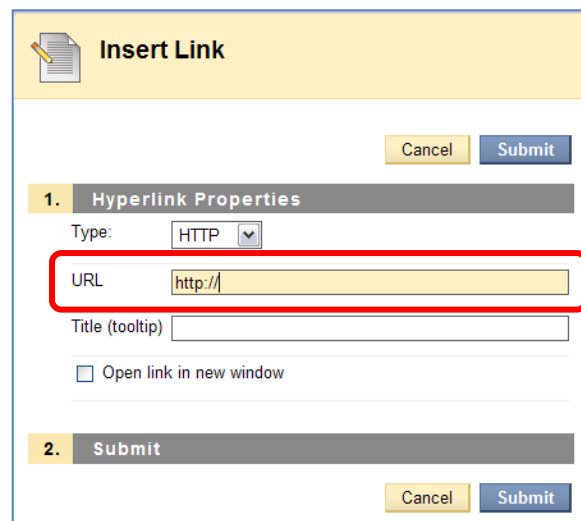
Adding a Link to an Entry

The easiest way to do this is to copy and paste a URL from a browser window over to the Blackboard Insert Link window.

1. Open a new browser window and navigate to the first website to be inserted.
2. Select in the URL box to select the URL and use **CTRL + C** to copy the URL.
3. Switch back to the Blackboard course to your blog entry.
4. In the text area, type a description for the website and a name for the site.
5. Highlight the site name and click the **Hyperlink** tool.
6. In the dialog box, click in the URL area and use **Ctrl+V** to paste the first link.
7. Select the checkbox next to **Open link in new window**, if desired.
8. Select **Submit**.
9. Don't forget to click **Post Entry** when you are done.



The screenshot shows the 'Select Image' dialog box with three sections: '1. Select Image', '2. Image Options', and '3. Submit'. In the '1. Select Image' section, the 'Browse...' button is highlighted with a red box. Below it, there is a text input field for 'or Specify Source URL'. In the '2. Image Options' section, the 'Launch in new window' section has 'No' selected, which is also highlighted with a red box. Other options include 'Set Width', 'Set Height', 'Image Target URL', 'Border' (set to 'None'), and 'Alt Text'.



The screenshot shows the 'Insert Link' dialog box with two sections: '1. Hyperlink Properties' and '2. Submit'. In the '1. Hyperlink Properties' section, the 'URL' field contains 'http:///' and is highlighted with a red box. Other options include 'Type' (set to 'HTTP'), 'Title (tooltip)', and a checkbox for 'Open link in new window'.