

How to use Journals in Blackboard

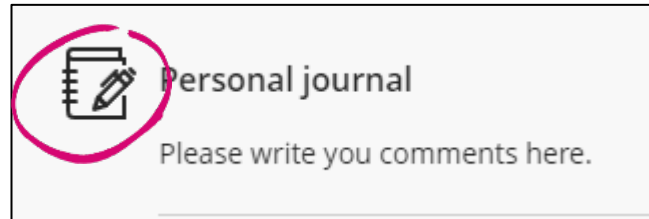
What are Journals?

Blackboard journals are personal discussion boards that only you and any module tutors can access. Journals can be useful and can have many different uses including as a self-reflective tool or as a space to communicate with your course tutor.

How do I access journals?

If your tutor has setup journals on your Blackboard module, you can access them by clicking on the journal title.

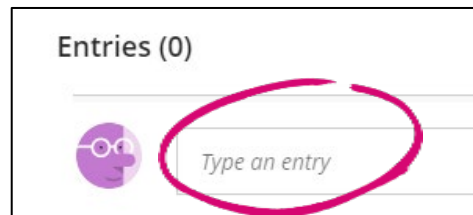
You can also identify a journal by looking for the pen and notebook icon.







How do I use journals?

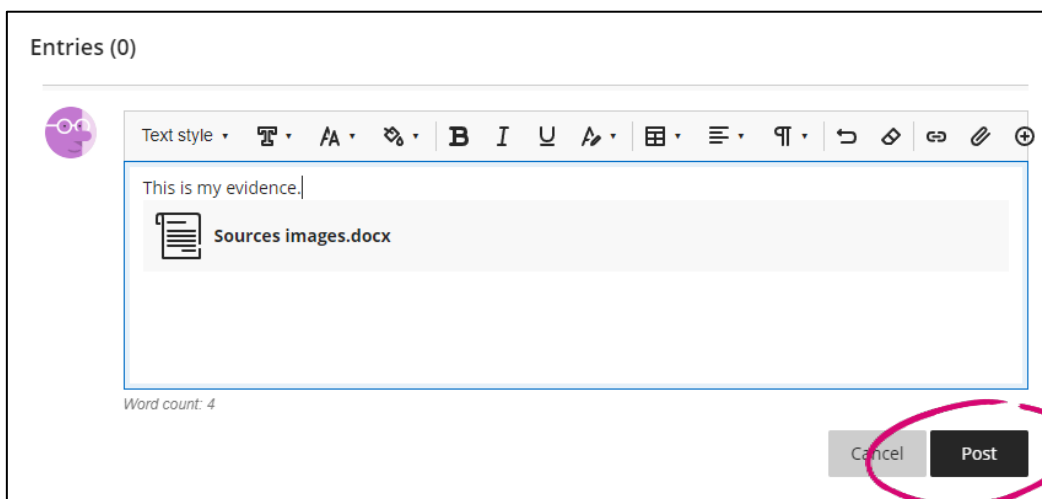
You can start to use journals by clicking on the **Type an entry** box.

You will then see a range of formatting tools as well as other useful features:



	Click to insert an image, youtube clip, video clip or a maths formula.
	Click to attach a document to your entry, this could be a word doc, a PDF or an image.
	Click to add a hyperlink.
	Click to add a table.

Once you have added some text or attached a doc, click the **Post** button to add it to your personal journal.



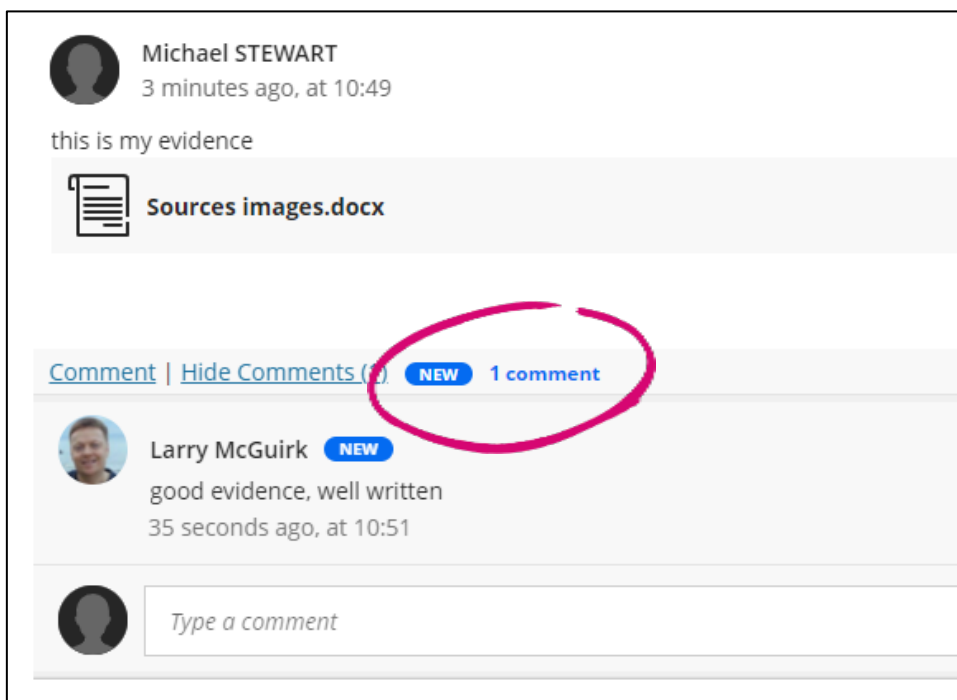
Can I delete or edit a journal entry or comment if I have made a mistake?

If your tutor has enabled editing or deleting, you can edit or delete a post or comment. Click the ellipses (three dots), you will then have an options to either edit or delete your post.



How will my tutor comment on my posts?

Any comments your tutor makes on your posts will be visible beneath what you have written.



24
HOURS

**IT SUPPORT – AVAILABLE
24 HOURS, 7 DAYS A WEEK**

Online northumbria.ac.uk/StudentIT

Chat northumbria.ac.uk/itchat