

Campus Pack Journals in Blackboard 9.1

DISCOVERY SERVICES TRAINING

www.xavier.edu/ds/training

About Campus Pack Journals

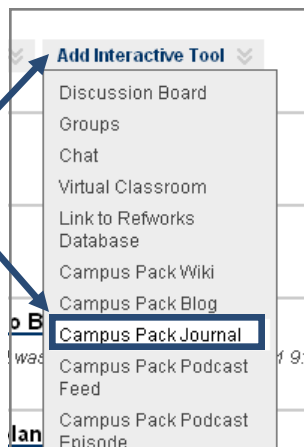
Xavier University uses Campus Pack, in conjunction with Blackboard, to provide a suite of publishing and social networking tools, like Journals, for your course. Journals look and function very similar to blogs, but they are a private writing space that only an individual student and the instructor can see.

Creating a Journal for your Course

Inserting a journal into the content of your course provides a single link to a private journal for each student, without the need to create multiple journals.

To create a new journal for your course:

1. Click on Course Documents, Assignments, or another content area in your course menu where you would like the journal link to appear.
2. Move your mouse over **Add Interactive Tool** and select **Campus Pack Journal** from the drop-down menu that appears.
3. You may see a message that you are connecting to Campus Pack, which could take a minute to load.
3. To create a new journal, make sure **New** is selected on the next page and click **Submit**.
4. Complete the journal creation form:
 - A. **Title:** Enter a Title for your journal that will display on the course content page
 - B. **Description:** Enter an optional description that will display under the title
 - C. **Create Grade Book Entry:** If you would like the journal to show up in the Grade Center for your course, check the box.
 - D. **Entry Name:** Enter the heading that will appear in your grade center for the journal.
 - E. **Points Possible:** Enter the number of points the journal is worth.
 - F. **Display Grades to Students:** Check the box to display journal grading to students.
5. Click **Add** to create the journal. Continue this process for each journal you would like to create.



Adding Journal Entries

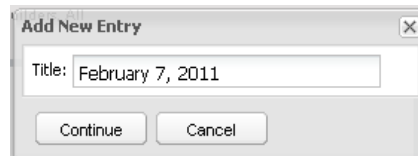
Journal entries created by students can only be viewed by instructors, while entries created by instructors can be read by all students.

To create a new journal entry:

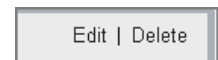
1. Click **View** under the journal name to begin.
2. Click **Add New Entry** on the right side of the page.



3. In the pop-up window that opens, give your entry a title or leave the date as your title and click **Continue**.



3. Type your entry in the text box. You'll be able to add to or edit this later.
4. Click **Save & Exit** when finished. Your new entry will appear at the top of the list of entries, which are displayed in reverse-chronological order. Note to instructors: all of your students' journal entries will appear, ordered by date, under the same journal link.
5. To edit or delete an entry, click on the **Edit** or **Delete** links to the right of the entry title.



Commenting on a Journal Entry

Only instructors may comment on a student's journal entry, but any student may comment on an instructor's entry.

To leave a comment:

1. Open the entry by clicking on the title of the entry.
2. Click in the text box that says **Add a comment**.
3. A Subject field and a text box for your comment will appear.
4. When you've finished with your comment, click **Post**.

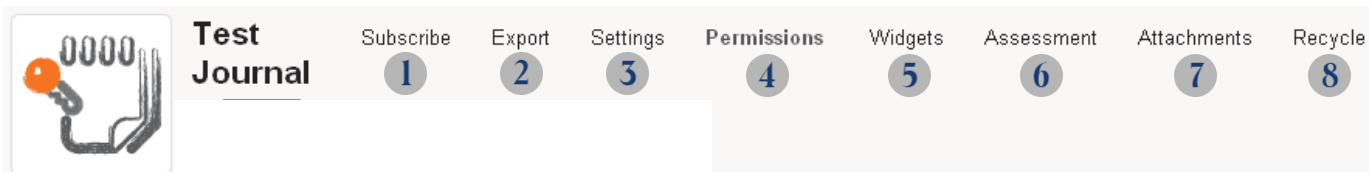



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The Navigation Bar (for Instructors)



- 1** **Subscribe** Change the subscription, or email notification settings, of the journal.
- 2** **Export** Choose 'Export' to export your journal to an HTML site compressed into a .zip file.
- 3** **Settings** Change the title, description, thumbnail image  and design theme for your journal.
- 4** **Permissions** Choose who you would like to have access to author (make new pages & edit content) and own (complete control) the journal. There are no viewing permissions. Viewing is limited to the author and the instructor.
- 5** **Widgets** Add widgets, or functional add-ons, to your journal. By default, keyword tagging and commenting are active widgets. Most other widgets will not be available to journals, due the fact that journals are private and do not allow viewing.
- 6** **Assessment** View statistics, including who has created journal entries, and access journal grading.
- 7** **Attachments** Manage attachments included in all journal entries.
- 8** **Recycle** Retain the settings and structure of the journal while deleting old content.