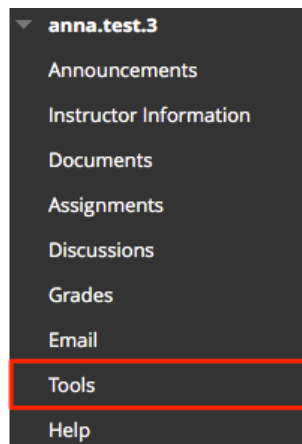


# Using Blogs and Journals (Student Documentation)

Blogs and Journals in Blackboard are essentially the same tool, only that a Journal is configured privately by one user and can only be viewed by that individual user and the instructor or the group assigned to the journal and the instructor. Blogs on the other hand can be viewed and edited by anyone who has gained permission to do so by the instructor.

## Accessing your Blog and Journal

1. Click **Tools** from the course menu and then select either **Journals**, or **Blogs**.



**Journals**

Create and manage journals that can be assigned communication with the instructor.



**Blogs**

Create and manage blogs for Courses and Course Groups.

2. Open the Blog/Journal you wish to access by clicking on it.

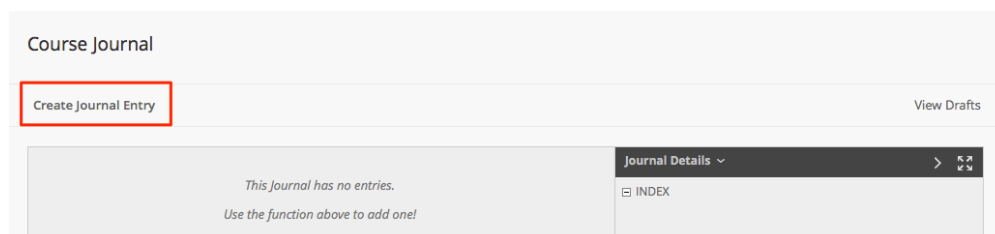
### Journals

#### Course Journal

Visibility: **Private**  
Last Modified Date: 5/26/17 11:49 AM  
Entries: 0

## Creating a Journal/Blog Entry

1. Once the Blog / Journal opens, you can add a new entry by clicking the **Create Blog Entry**, or **Create Journal Entry** button in the upper left hand corner.



2. Once you click Create Blog/Journal Entry, you will be prompted to enter a **title** for the new entry. The name for the new entry must be provided. You can type directly in the textbox.

### Create Journal Entry

*Journal Entries make up the content of a Journal. Depending on the Journal settings, Entries can be edited or deleted by their authors. Journals can be deleted by their authors at any time. [More Help](#)*

\* Indicates a required field.


#### JOURNAL ENTRY INFORMATION

* Title	<input type="text" value="Week 1 Journal Entry"/>
---------	---

3. Create your journal or blog entry in the **Entry Message** box. The Text Editor provides many options for editing your post. The following section will go over a few of these options.

Entry Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Type your entry here...

Path: p Words:4

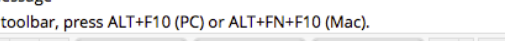
4. Click **Post Entry** when finished. Your entry will now be posted. If this is a journal the entry will be private. If it is a blog entry, all users in the course will be able to view the post.

## Changing Text Color:

1. Highlight the section of text you want to change
2. Click the text color button in the top row of options and click the color you would like the text to be.

Entry Message

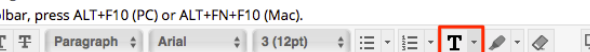
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Type your entry here...

Entry Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Type your entry here...

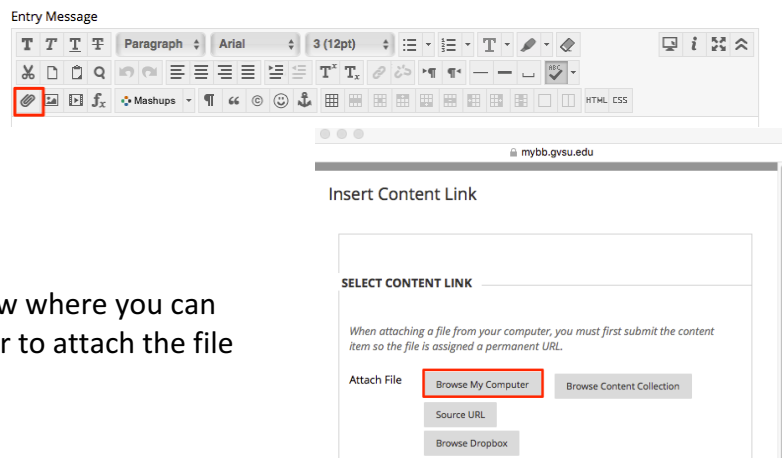
3. This will change the color of your text. The text color button will now be changed to the color you have chosen. This button will always reflect the current color of text you are typing in.



## Attaching a File:

### Option 1:

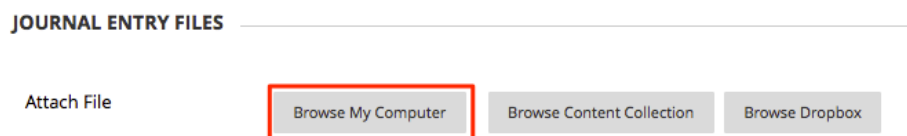
1. Click the paperclip icon in the third row of options



2. This will open a new window where you can select Browse My Computer to attach the file
3. Click Submit

### Option 2:

1. Beneath the Entry Message, select **Browse My Computer** to attach a file.



2. This will open a new window where you can select a file from your computer.
3. Select the file


- The file will now appear under your Attached Files. You can attach more files by select Browse My Computer again.

**JOURNAL ENTRY FILES**

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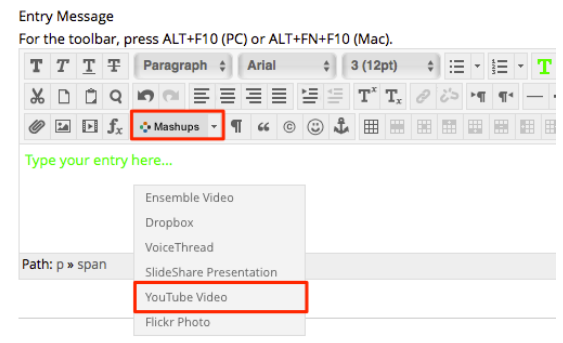
Attach File Browse My Computer Browse Content Collection Browse Dropbox

Attached files

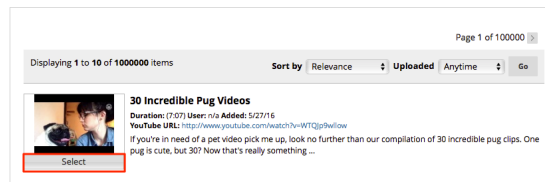
File Name	Link Title	
 text excel file.xlsx	text excel file.xlsx	<a href="#">Do not attach</a>

## Add a Youtube Video:

- Click **Mashups** from the third row of options and select **YouTube Video**
- This will open a new window where you can search for a YouTube video.
- Type the name of the video you want into the **Search** box and click **Go**
- Once you have found your video, click **Select**



Search pug Language English Go



- Select your options and click **Submit**.


my20.gsu.edu

Create Mashup Item

Embed YouTube content directly in a course. The content is streamed from YouTube and is not stored within the course.

Indicates a required field.

ADD YOUTUBE CONTENT TO COURSE

 **Name**

**30 Incredible Pug Videos**

Duration: (7:07)

User: n/a Added: 5/27/16

YouTube URL: <http://www.youtube.com/watch?v=WTQjp9wllow>

MASHUP OPTIONS

Show YouTube URL creates a link to the YouTube web site enabling students to browse videos. Show YouTube information displays length of video, name of creator and the date video was added.

View Embed Video

Thumbnail will show as full size when the View Link is clicked. Embed Video will show the video player directly in the page.

Show YouTube URL ☐ Yes ☒ No

Show YouTube information ☒ Yes ☐ No

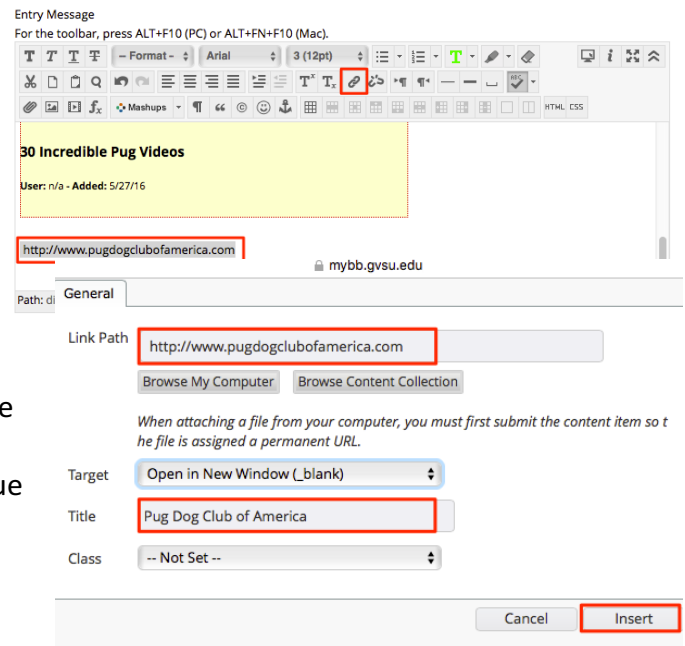
Click Submit to proceed. Click Cancel to close the window.

Cancel Back Preview **Submit**

- Your video will now appear in your Entry Message box as a yellow box.

## Adding an Active Link:

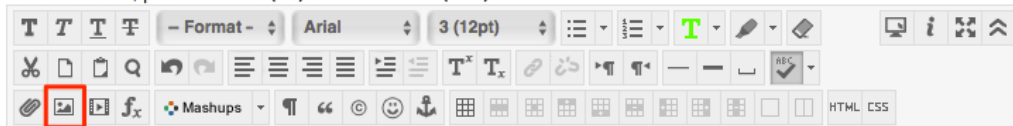
1. Copy and paste the link you want to insert into the Entry Message Box
2. Highlight the link
3. Click the link button in the third row of options
4. A new window will open
5. Paste your link into the Link Path
6. Type the name of your Link into the Title
7. Click Insert when finished
8. Your link will now be in active and in blue



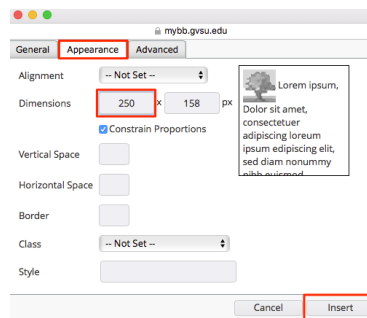
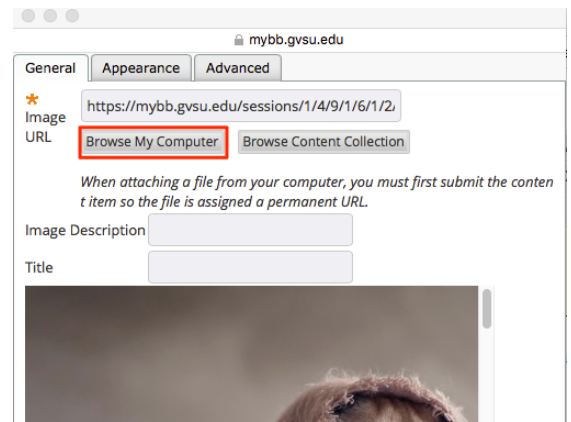
## Adding and Sizing an Image:

1. Click the Picture icon from the third row of options

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

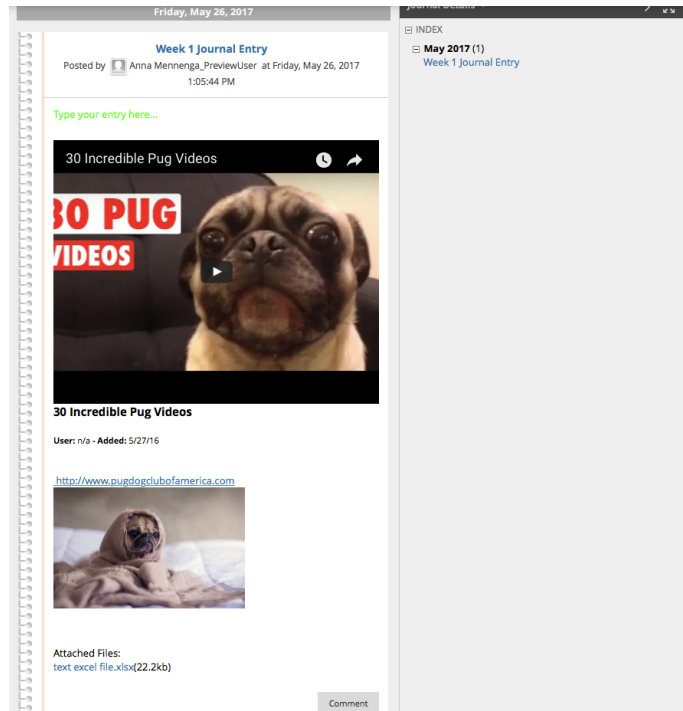


2. This will open a new window. Select **Browse my Computer**.
3. Select your image
4. Change the size of your image by selecting the Appearance tab
5. Type in the size of your image (you only need to type in one number).
6. Click **Insert** when finished



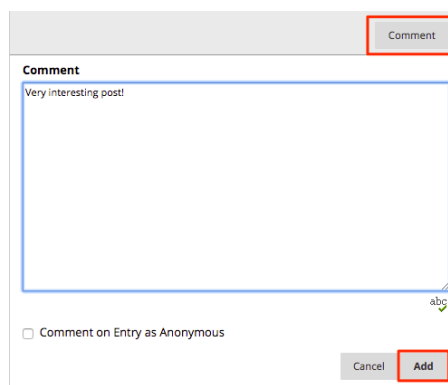
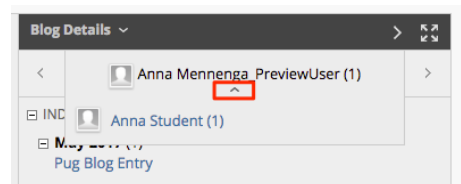
## Example Journal/Blog Entry:

After all of the options above are implemented. The blog/journal posting will appear as follows. Notice the attached files are at the bottom of the post. In the right column you can navigate back to other posts.



## Commenting on Blogs:

1. Find the blog you want to comment on.  
Clicking the down arrow in the right column will do this.
2. Click **Comment** at the bottom of the blog to comment.
3. Type your comment and click **Add**



**Note: If your faculty has not granted you permission You will not be able to view other Journals, or comment on other Journals.**