LEARNING OBJECTS

Journal LX User Guide
version 1.0

TERMS OF USE

LEARNING OBJECTS, INC. provides the LEARNING OBJECTS, INC. Journal LX User Guide for informational purposes.

1. CONTENT. The LEARNING OBJECTS, INC. Journal LX User Guide and LEARNING OBJECTS, INC. software are owned by LEARNING OBJECTS, INC. LEARNING OBJECTS, INC. retains all proprietary rights to the LEARNING OBJECTS, INC. Software. Any material, communications, text, graphics, audio, video, links, art, animations, photos, or other information that is made available to LEARNING OBJECTS, INC. is and remains the property of the licensors.

2. DISCLAIMER OF WARRANTY. LEARNING OBJECTS, INC. MAKES NO REPRESENTATIONS ABOUT THE SUITABILITY OF THE INFORMATION CONTAINED IN THE LEARNING OBJECTS, INC. TEAMS LX USER GUIDE AND IN LEARNING OBJECTS, INC. SOFTWARE. LEARNING OBJECTS, INC. SOFTWARE IS PROVIDED "AS IS." EXCEPT WHERE PROVIDED IN INDIVIDUAL AGREEMENTS WITH LICENSEE OF LEARNING OBJECTS, INC. SOFTWARE, LEARNING OBJECTS, INC. SOFTWARE IS PROVIDED WITHOUT REPRESENTATIONS OR WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. IN NO EVENT WILL LEARNING OBJECTS, INC. BE LIABLE TO USER FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF USE OF OR INABILITY TO USE LEARNING OBJECTS, INC. SOFTWARE, EVEN IF LEARNING OBJECTS, INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND REGARDLESS OF WHETHER SUCH DAMAGES ARISE FROM A BREACH OF CONTRACT, WARRANTY, TORT, STRICT LIABILITY OR OTHERWISE. BECAUSE SOME STATES/JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, IN SUCH STATES/JURISDICTIONS LEARNING OBJECTS, INC.'S LIABILITY IS LIMITED TO THE GREATEST EXTENT PERMITTED BY LAW.

3. LINKS. Some references in the LEARNING OBJECTS, INC. Journal LX User Guide are to web sites posted by parties other than LEARNING OBJECTS, INC. LEARNING OBJECTS, INC. does not review or control these sites, and merely provides these links to Users for their convenience. LEARNING OBJECTS, INC. does not endorse the products, services, or information provided by such sites. LEARNING OBJECTS, INC. is an independent operating company and reference to other companies does not imply any partnership, joint venture, or other legal connection where LEARNING OBJECTS, INC. would be responsible for the actions of their respective owners.

COPYRIGHT STATEMENT

Learning Objects, Inc.
1801 18th Street NW, Suite 9
Washington, DC 20009
202.265.3276

1. Journal LX User Guide

The Journal User Guide is divided into the following sections.

The Overview follows.

1.1 What is Journal LX?

Journal LX is a Web log tool (blog) that allows students and/or instructors to create a diary or journal style web site in which they add content at regular intervals. Users can add links to other websites, upload documents and images as well as comment on the journal entries of others.

1.1.1 How can Journal LX be used in the classroom. Classroom uses of Journal LX are many. They can be used to provide a forum for students to reflect on course topics or projects. They can be used as online filing cabinets where assignments and course reference material are stored. They can be used to create collaborative writing spaces where students can give feedback to one another. They can be used as student research logs.

Journal LX provides you with the ability to create two kinds of Journals within a course:

1. **Course Journal**. The Course Journal is a journal that the instructor can use to post information, or comment on class lectures. Alternatively, the course Journal can be made open to all students and be used more as a communication tool.

2. **Group Journal Assignment**. The Group Journal assignment is a journal that resides in the documents or assignments area within a course. An instructor can assign this kind of Journal to a group of students to maintain, as well as create a Gradebook item linked to the Journal.

1.2 Accessing Journal in Blackboard Learning System TM

There are a number of access points to Journal from within the Blackboard Learning System TM. Most of these will be discussed more completely in the help sections for students, instructors, or administrators. What follows is a listing of the various Journal entry points.

1.2.1 Accessing the Course/Organization Journal

The Course/Organization Journal is a collaborative blog tool that is associated with a course or organization and is accessed through the Course Tools list in Blackboard

Learning System ^TM. To access the Course Journal:

1   Go to the Courses tab in your portal.

2   Click on 'Tools'.

3   Click on the 'Course Journal' link.

My Institut   **1**   Courses   Community   Services   System Admin

Announcements
Assignments
Communication
Discussion Board
External Links
   2   Tools

📖 Course Map
🖥 Control Panel
⊗ Quick Unenroll

COURSES > SHAKESPEARE WIKI CONTENT > TOOLS

Edit Your Homepage

Personal Information

Course Journal   **3**

Figure 1.2.i Accessing the Course/Organization Journal

1.2.2 Accessing a Group Journal Document

Group Journal Documents are special Course/Organization journals that the instructor has set up in a course. These Journals appear along side other course documents. To access these sites:

1 — Go to the Courses tab in your portal.

2 — Locate the appropriate content folder.

3 — Click on the 'View' link.
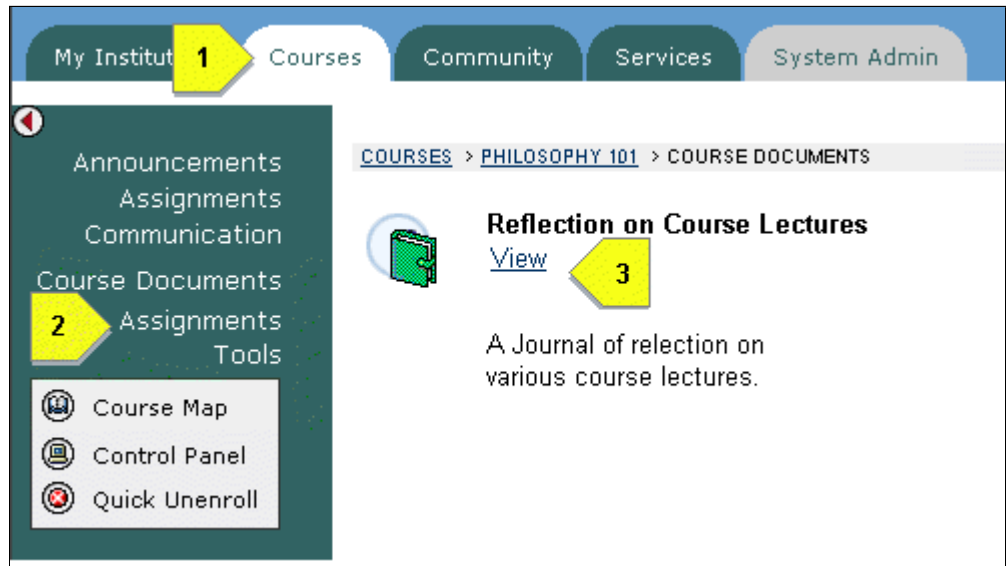
Figure 1.2.ii Accessing Group Journal Docuements

Alternately, an instructor can access and create documents of these types through Blackboard's Course Control Panel.

Once you have accessed a Journal you will want to learn how to navigate, add entries or comment on journal postings.

2. Viewing Journal Entries

2.1 Viewing Group Journal Documents

Group Journal Documents are special Course/Organization journals that the instructor has set up in a course. These Journals appear along side other course documents. To access these sites:

1 — Go to the Courses tab in your portal.

Locate the

2 appropriate content folder.

3 Click on the 'View' link.

Alternately, an instructor can access and create documents of these types through Blackboard's Course Control Panel.

My Institut **1** Courses   Community   Services   System Admin

Announcements
Assignments
Communication
Course Documents
2 Assignments
Tools

- Course Map
- Control Panel
- Quick Unenroll

COURSES > PHILOSOPHY 101 > COURSE DOCUMENTS

Reflection on Course Lectures
View **3**

A Journal of relection on various course lectures.
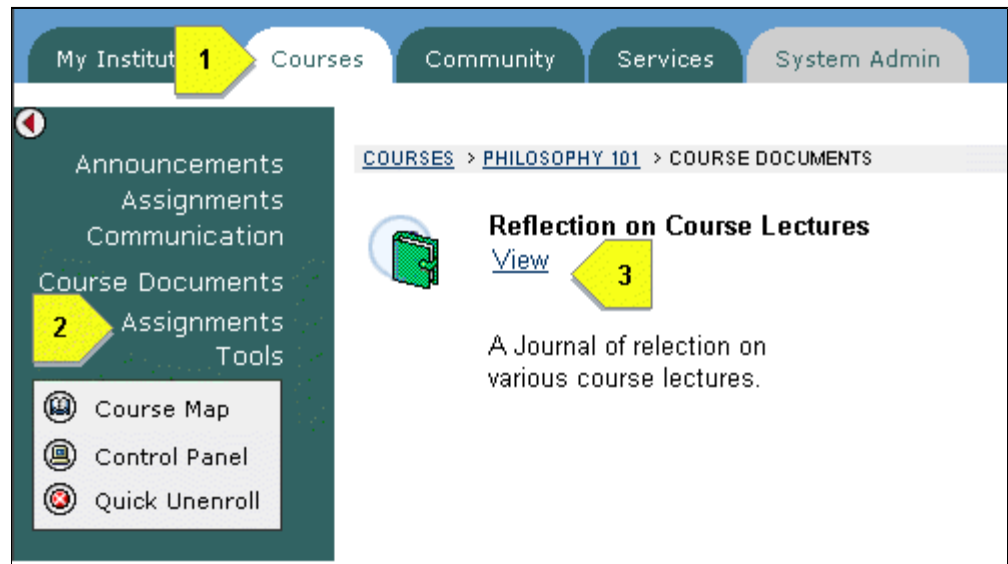
Figure 2.1.i Viewing Group Journal Documents

2.2 Viewing Journal Entries

Once you have accessed the Journal, you will be viewing its latest entries. While viewing a journal entry please note the ability to view special information about the entry (described below) as well as navigate to other entries (also described below).

Figure 2.2.i Accessing Group Journal Documents

1 ▷ This area displays the title and date of the Journal entry.

This area displays the author and time of last edit.

2

3 These controls allow you to move forward and backward sequentially through the entries.

3. Adding Journal Entries

3.1 Adding Journal Entries

1 ▶ Adding Journal Entries is as simple as clicking on the link that appears on top of the last entry in a Journal.

> Please click here to add a new journal entry. **1**
>
> **Do I need to know HTML?** A/Edit History X Delete
> **Wednesday, May 5, 2004**
>
> Do I need to know HTML? While a knowledge of HTML code helps, know HTML to use many Web log software packages. Web logs have for that very reason - publishing to the Web is as simple as filling in a form
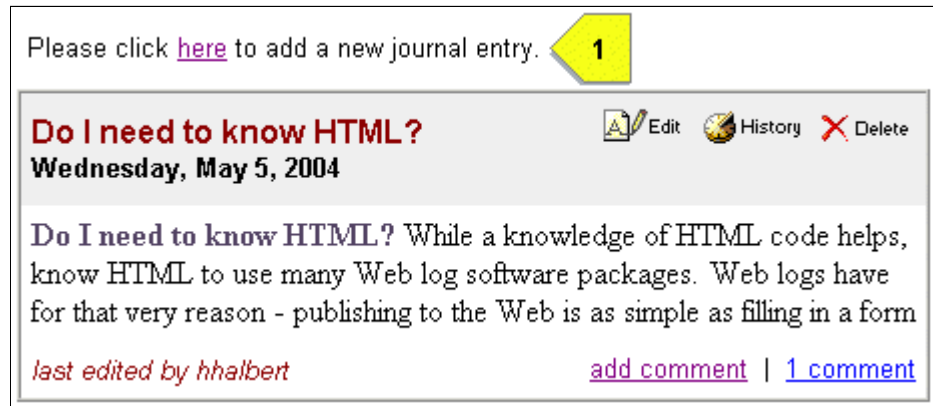>
> *last edited by hhalbert* add comment | 1 comment

Figure 3.1.i Adding a new Journal entry

Once you have clicked on this link you will be brought to a page with the Learning Objects editor. To access help for using the editor see section 4. Using the LOI Editor

3.2 Editing Journal Entries

There are three main controls that are involved in editing a Journal entry.

1 ▶ The edit control. This control launches the editor for modifying a Journal entry. To access help for using the editor see section 4. Using the LOI Editor

2 ▶ The view history control. This control lets you view the revision history for a Journal entry.

3 ▶ The delete control. This control will mark your Journal entry as deleted.

> Please click here to add a new journal entry. **2** **3**
>
> **Do I need to know HTML?** **1** ▶ A/Edit History X Delete
> **Wednesday, May 5, 2004**
>
> Do I need to know HTML? While a knowledge of HTML code helps, know HTML to use many Web log software packages. Web logs have for that very reason - publishing to the Web is as simple as filling in a form
>
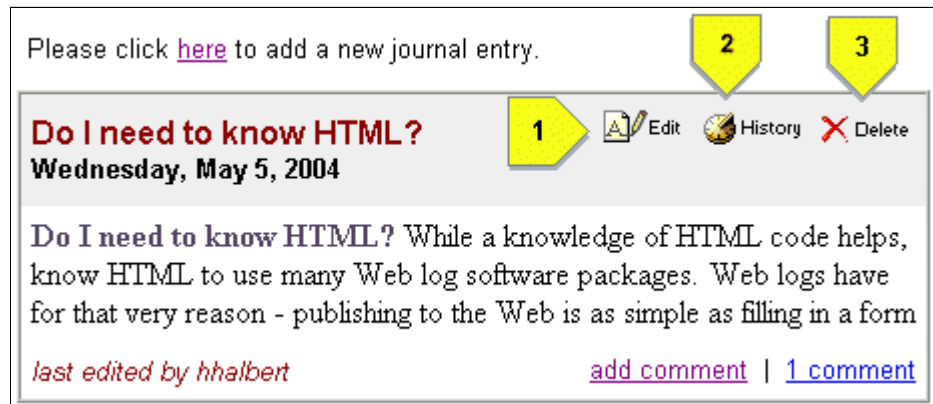> *last edited by hhalbert* add comment | 1 comment

Figure 3.2.i Editing a Journal entry

Please note that you will not see the edit controls if you are not part of the group that has been assigned to maintain the Journal.

4. Using the LOI Editor

4.1 Overview

This page describes the controls you will need to use edit a page with the LOI Editor. There are three main elements of the edit page.
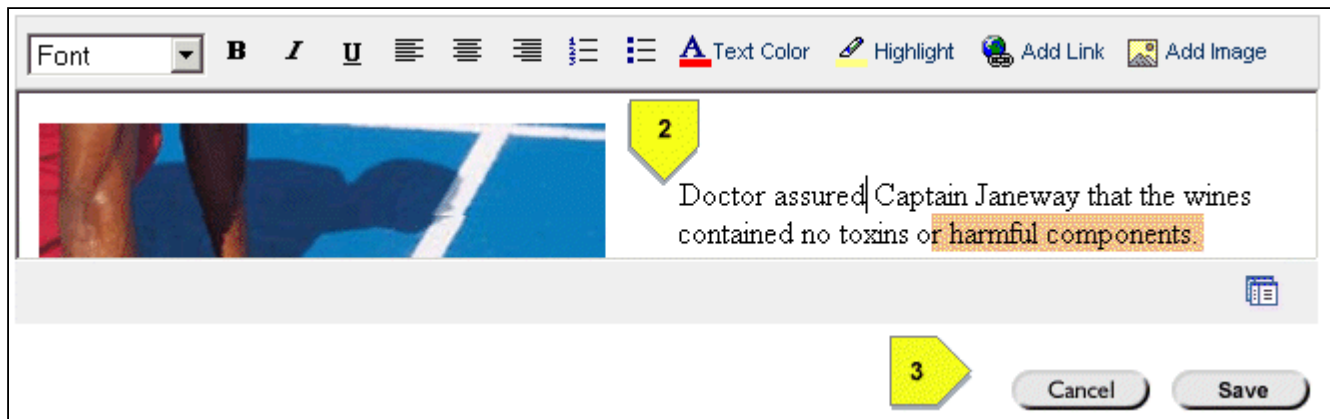

Figure 4.1.i Elements of the Edit Page

Editor Controls. This area contains formatting and other controls for the editor.

Editor Pane. This is the actual area where edits are made.

Save Controls. This area contains the controls for saving your changes or exiting without saving.

4.2 The Editor Controls

The LOI editor has the same set of basic formatting controls as any standard WYSIWIG editor. These should be familiar to, for example, users of Microsoft Word. In addition, the LOI Editor has two controls that require additional explanation. These are the Add Link and Add Image controls.
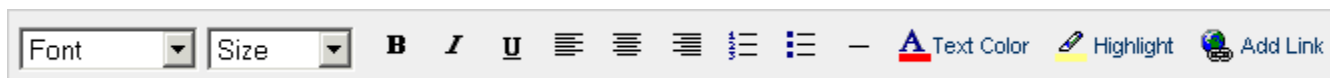

Figure 4.2.i Editor Controls

4.2.1 **Add Link** This control allows you to insert a link to either another page, an external website, or an uploaded file into the page you are editing. Clicking on this control will bring up the Add Link Wizard, which will step you through adding links of various types. To create a link, first select the text of the document you wish to make a link and then click the 'Add Link' button. The following types of links can be added:

- **Link to an existing page.** Use this option to create a link to another page within your site.
- **Link to a new page.** Use this option to create a link to a new page you wish to create within your site.
- **Link to an external website.** Use this option to link to a website at your institution or on the internet.
- **Link to a local file or image.** Use this option to first upload a file or image from your local machine and then link to it in your document.

Figure 4.2.ii Add Link Wizard

4.2.2 **Add Image** This control allows you to insert an image inline into your page. The LOI editor supports inserting two kinds of images:

- **Inserting an external image.** Use this option to insert an image that exists on another website. To do this you will be asked to type in the address (i.e. the URL ... "http://www.someplace.com/someImage.gif").
- **Inserting a local image.** Use this option to insert an image that resides on your local machine. You will be prompted to upload the image first, before it is inserted into the page.
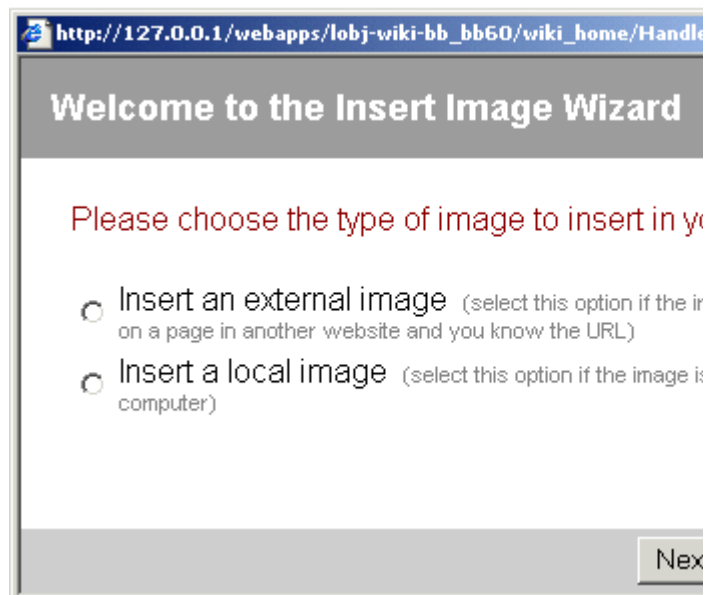

Figure 4.2.iii Insert Image Wizard

4.3 The Editor Pane

The Editor Pane is the area into which you can type text. It is also possible to cut and paste text and images from an HTML page or a word document into this area and then edit the inserted text. The Editor Pane works just like a standard editor with one important distinction. Underneath the covers, the document that you are creating is an actual HTML document. You can see the HTML that is produced by the Editor by using the Toggle Mode control. This control is located at the bottom right of the editor. This feature, which should only be used by those who have a thorough understanding of HTML, can be used to provide finer control of the formatting of the resulting page than that possible by
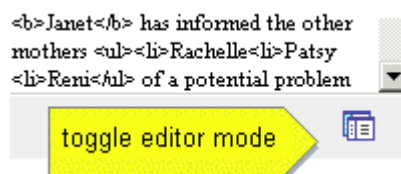
using the Editor controls alone.

4.4 The Save Controls

Finally, when you have made an edit you will want to save those edits so that others can see them. To do this use the Save button located at the bottom right of screen. You will want to save often in order to minimize the amount of work that can be potentially lost. If at any point you wish to stop editing and not commit your changes, simply click on the Cancel button.

5. Commenting on Journal Entries

5.1 Who can comment.

The instructor can configure the Journal so that students can comment on individual entries. If the Journal has been configured in this manner than any course member or instructor can comment on a Journal entry.

5.2 Adding a comment.

To comment on a Journal entry, click on the "add comment" link at bottom right of the Journal entry. This will pop up a small window with an editor in which you may construct your comment as in the figure below.
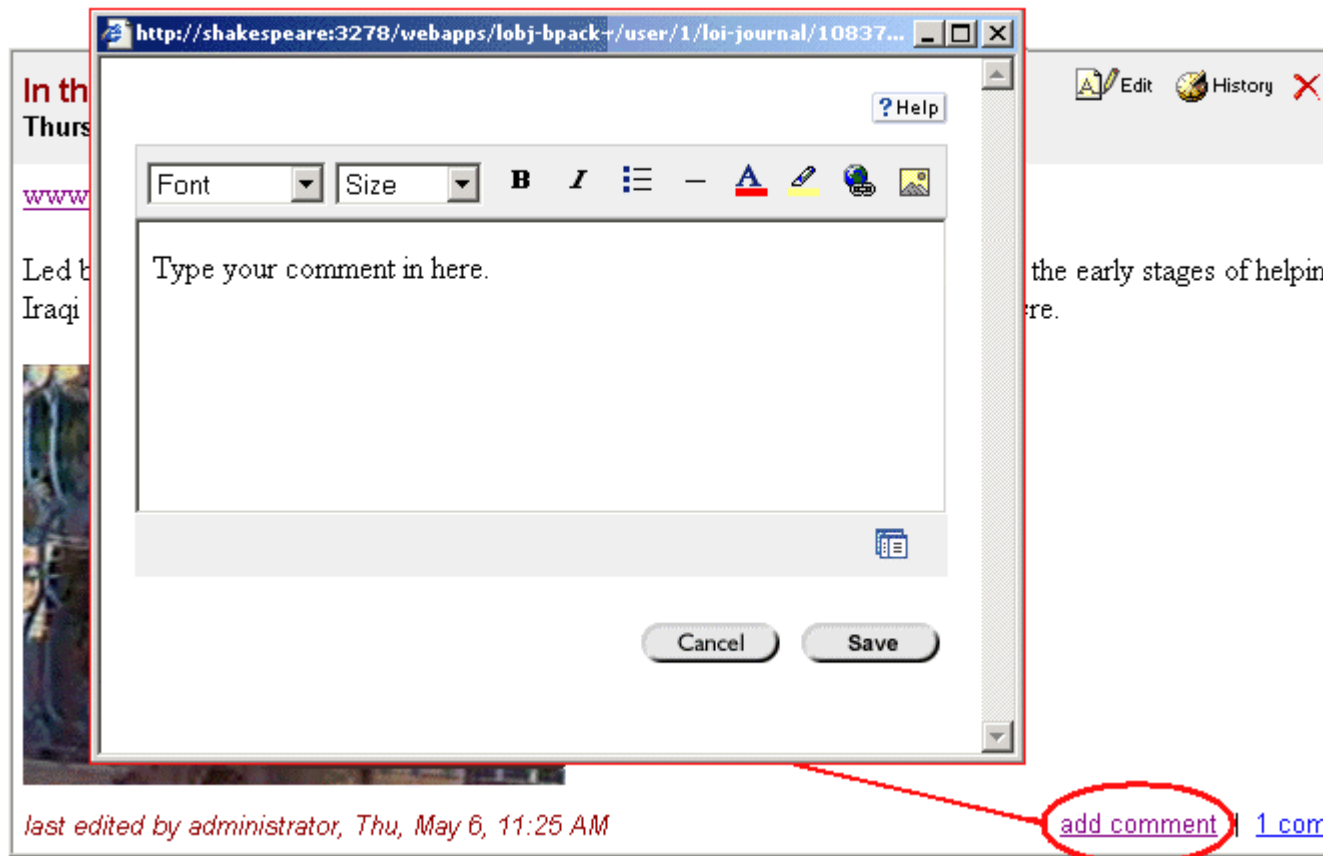
Figure 5.2.i Adding a comment to a Journal entry

5.3 Viewing comments.

To view the comments on a Journal entry click on the link at the bottom right of the entry indicating how many comments the entry has. If no comments exist only the "add comment" link will appear. The following figure shows an example.
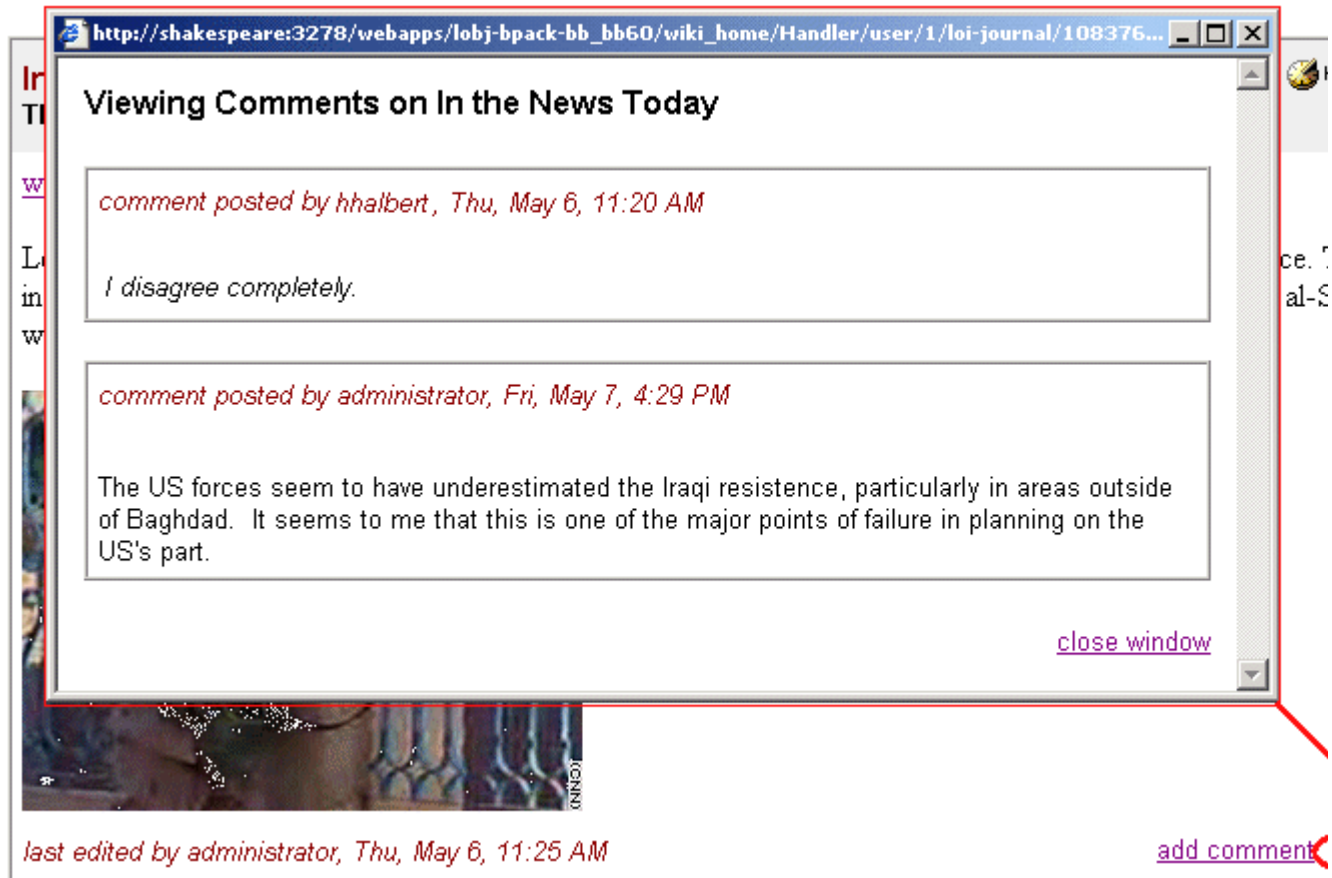

Figure 5.3.i Viewing comments on a Journal entry

6. Instructor and Administrator Tasks

6.1 Creating a Group Journal Assignment

Instructors can use Journal LX to assign a group of students the task of maintaining a Journal as part of their coursework. A Group Journal Assignment is created by adding a special kind of document to the 'Assignments' or 'Course Documents' area of a course. To do this, you will need to first access the course control panel, find the desired location in the documents area and then select 'Journal' and click 'GO'.

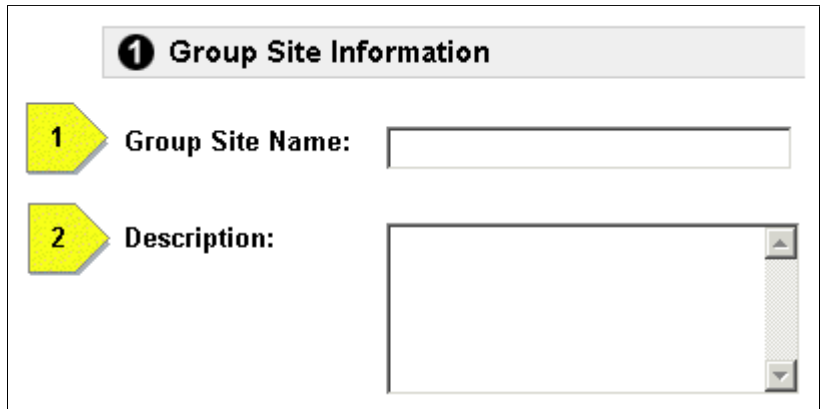Figure 6.1.i Creating a Journal Assignment

There are a number of steps involved in creating a Journal assignment and assigning it to a set of students. A detailed description follows.

6.1.1 Step 1: Group Journal Information

In this step you need to provide some basic information about the Group Journal you are setting up that will be displayed in various places such as the Course Documents Area

1 **Group Journal Name** Choose a name for your Journal.

2 **Description** The description is the place to briefly describe or give instructions on the topic or assignment that is to be presented as a Journal.

Figure 6.1.i Group Journal Information

6.1.2 Step 2: Selecting Group Members

In this step you need to assign the Group Journal to a set of users. You can do this by using the existing groups that have been set up within Blackboard Learning System ™, and/or you can create them on the fly just for the assignment. The users that are assigned in this step will be the only ones allowed to edit the Journal's content (except instructors and administrators who always maintain edit rights within).

1 **Choose a Group** You can assign the Group Journal to one or more existing Blackboard Learning System ™ groups by selecting them one at a time in the left-most select list and then clicking the right arrow button ▶ . This will place your selected groups in the

select list labeled 'Selected Groups'.

Choose Individual Members In addition to, or in place of selecting Blackboard Learning System ™ groups, you can assign individuals to the Group Journal in the same manner described above. Select the individual from the 'Course Members' select list and click the right arrow button ▶ .

Figure 6.1.ii Group Journal Information

6.1.3 Step 3: Controlling Access to the Group Journal

This step allows an instructor to control three important kinds of access to the Group Journal shown on the right.

1 Visibility With this option an instructor can control whether this content item is visible to others.

2 Allow Comments With this option an instructor can control whether or not other students in the class can add comments to journal entries.

3 Edit Dates This option allows the instructor to specify the dates of the assignment, or more exactly the date range in which the assigned group members are allowed to edit the Journal.

4 View Dates This option allows the instructor to specify the dates which this assignment is visible to non-group members. It can be used to allow groups to see each others work after an assignment is complete.

Figure 6.1.iii Controlling Access to the Group Journal

6.1.4 Step 4: Creating a Gradebook Item for the Journal

This optional step presents the same set of gradebook options that are available through Blackboard's gradebook. This step allows an instructor to automatically create a gradebook item to correspond to the Group Journal being created and is useful when using a Journal as an assignment or group project.

❹ Create Grade Book Entry

☐ Create a Grade Book entry for this Group Site.

Entry Name:

Category: Group Project

Description:

Points Possible:

Display As: Letter

Make grade visible to students? ● Yes ○ No

Figure 6.1.iv Creating a Gradebook Item

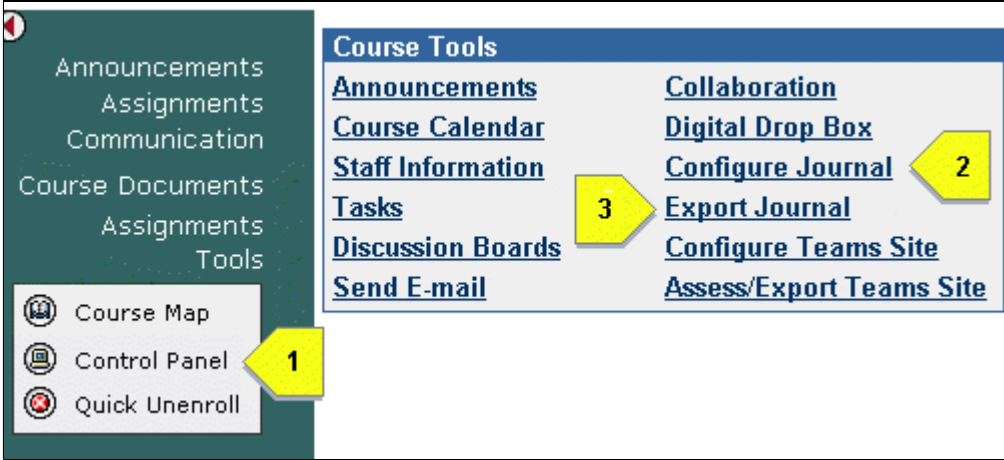## 6.2 Configuring the Course Journal

Journal LX also provides a Journal for the entire course. The Course Journal is accessed through the tools link inside a course. A Course Journal can be used by the instructor for their purposes only: to post class assignments, comment on lectures, provide background reading for lessons, etc. The Course Journal can also be configured so that it is the student's forum for reflecting on issues related to the course.

To configure the Course Journal select the "Configure Journal" link from the course's control panel. Also available from the course control panel is a tool that allows you to export the content of the Journal to HTML

1 Go to the Control Panel for your course.

2 Select Configure Journal. This will bring you to a screen with a number of steps similar to those described above in "Creating a Group Journal Assignment".

3 Exporting a Journal. Selecting this link will let you export a Journal Assignment to a zipped HTML file.

Figure 6.2.i Accessing the Course/Organization Journal

6.3 Accessing System Admin Tools

Finally, Journal provides the system administrator a tool for managing the Journal extension for a particular Blackboard Learning System ™ installation. To access this tool, first go to the 'System Admin' tab and locate the 'Tools' list. Here you will find a link to the Journal admin tool.

Figure 6.3.v Accessing System Admin Tools