How to create a Campus Pack Journal
(Audience: Instructor)
Instructors can create journals for students to individually access on Blackboard using Campus Pack.

1) Log in to your blackboard site and access one of your content areas. In this example, Course Content.

2) Hover over the tools button and select Campus Pack Journal.
3) Create a title and a description (optional) of the journal.

```
Journal
A completely blank journal.
Title  Campus Pack Journal Demo
This will be used to generate the URL; e.g. http://lmscampuspack.net/Groups/My_First_Course/My_Content

Description
A demonstration of the Campus Pack Journal
```

This description will typically be displayed alongside the title.

4) You can create a grade book entry if you would like to grade students on their participation in the journal.

Note: This option is only available while creating the journal. If a Grade Book Entry is not created then any grading will have to be done manually in the Blackboard Grade Center.

```
Create Grade Book Entry
You can access the Grade Center via the "Assessment" link

Entry Name
Weekly Entries
Points Possible
30
Display Grades to Students
```

5) Click Add to create the journal.