

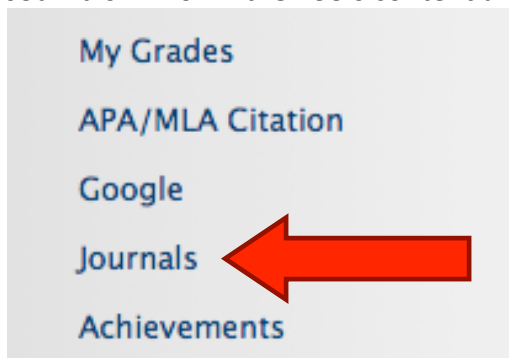
# STUDENT TUTORIAL: ACCESSING AND CREATING JOURNAL ENTRIES

## WHY WOULD YOU USE THIS FEATURE:

This tool provides students with basic journaling functionality within Blackboard. Students are allowed to submit journal entries from the web and instructors may view and comment on the entries by student or by date. Journals are visible to only you and your instructor. Instructors may assign journal entries for a grade to keep them private rather than using the discussion board. This tutorial will demonstrate how to access the course journal and how to create a journal entry.

## HOW TO ACCESS THE COURSE JOURNAL:

1. Access your course within **Blackboard**.
2. If your instructor enabled the Journal option for your course it will be located in the **Journals** link or in the **Tools** content area in the course menu.

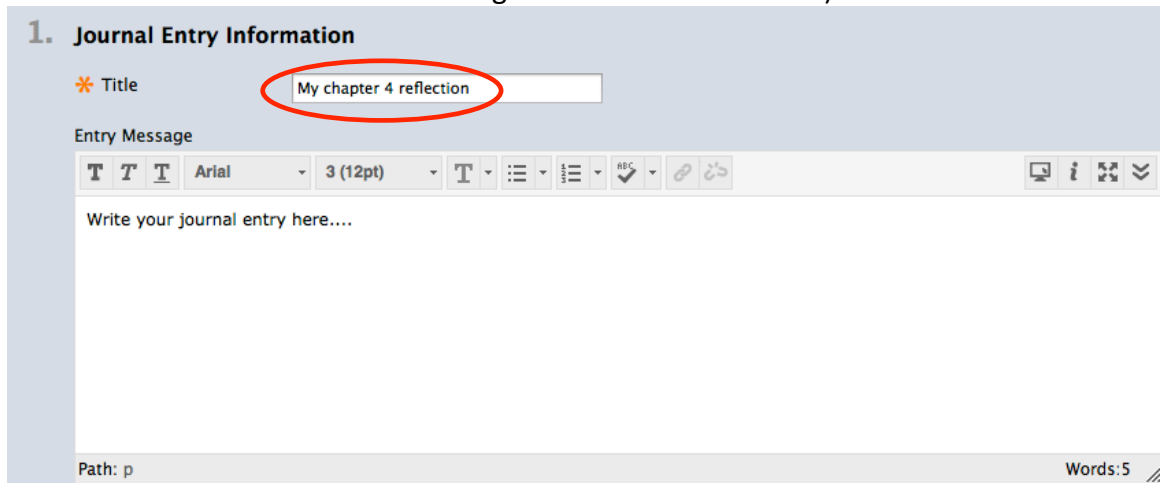


3. To create an entry, open the appropriate journal and click **Create Journal Entry**.



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4. Provide a title for your entry and enter your message in the text editor. You may also enter Mashups, hyperlinks, and other files to your entry in the text editor as well (for more on how to do this see the “Using the Text Editor” tutorial).



**1. Journal Entry Information**

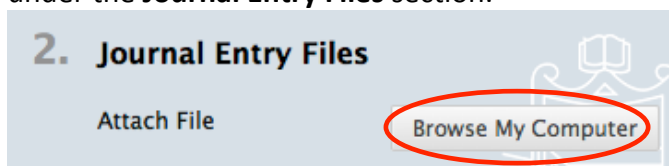
\* Title

Entry Message

Write your journal entry here....

Path: p Words: 5

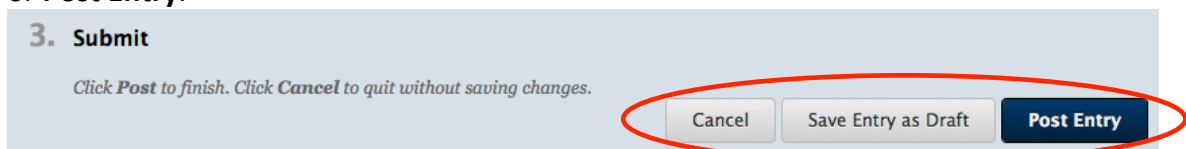
5. Another way to add a file to your Journal entry is by click on **Browse My Computer** under the **Journal Entry Files** section.



**2. Journal Entry Files**

Attach File

6. Locate the file in your computer and click **Open** to attach it to your entry.
7. When you have finished creating your entry, you may click **Cancel**, **Save Entry As Draft**, or **Post Entry**.



**3. Submit**

*Click Post to finish. Click Cancel to quit without saving changes.*

8. A message should appear indicating the successful submission of your entry and the entry will then appear underneath the journal heading.

Success: My chapter 4 reflection Journal Entry Created