

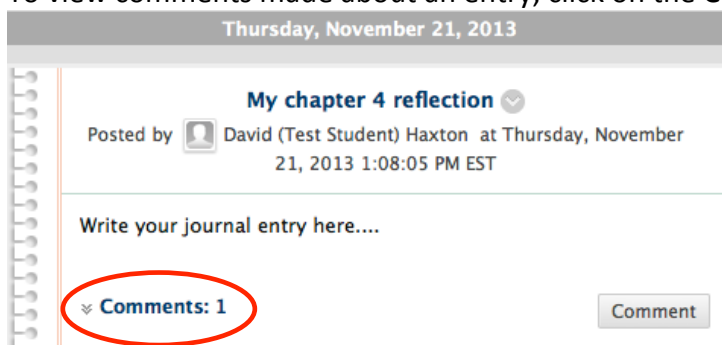
# STUDENT TUTORIAL: ADDING COMMENTS TO JOURNALS

## WHY WOULD YOU USE THIS FEATURE:

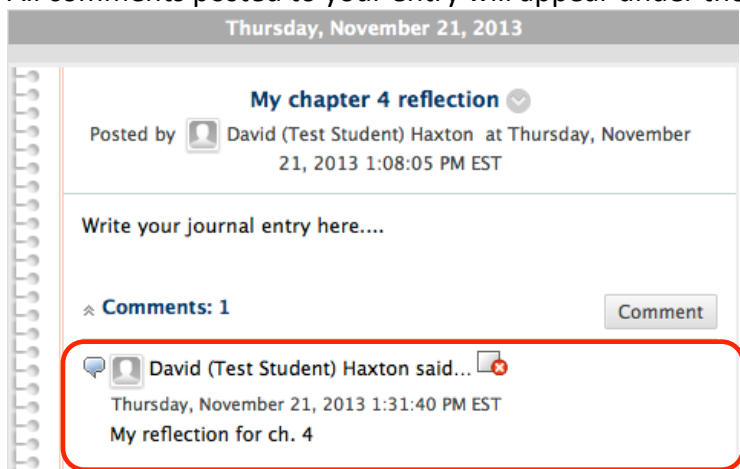
Although journals are private and cannot be viewed by other users, your instructor can still view your entries and post comments to them. This is usually the case when your journal entry is graded. Additionally, group members can comment on group journal entries. When your teacher or groups members post a comment to your entry you have the ability to respond to their comments with a comment of your own. It might also be appropriate to create a comment to add information to a previous entry you wanted to elaborate on or explain further. The following tutorial will demonstrate how to view and respond to comments about your entry.

## HOW TO ACCESS COMMENTS TO YOUR ENTRY:

1. Access your course within **Blackboard**.
2. Locate and access the appropriate journal.
3. To view comments made about an entry, click on the **Comments** link.



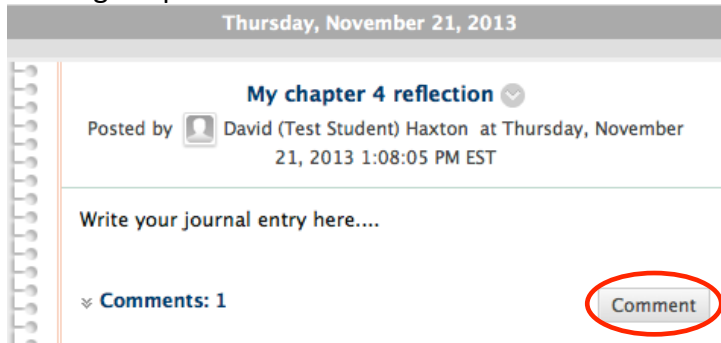
4. All comments posted to your entry will appear under the original entry.



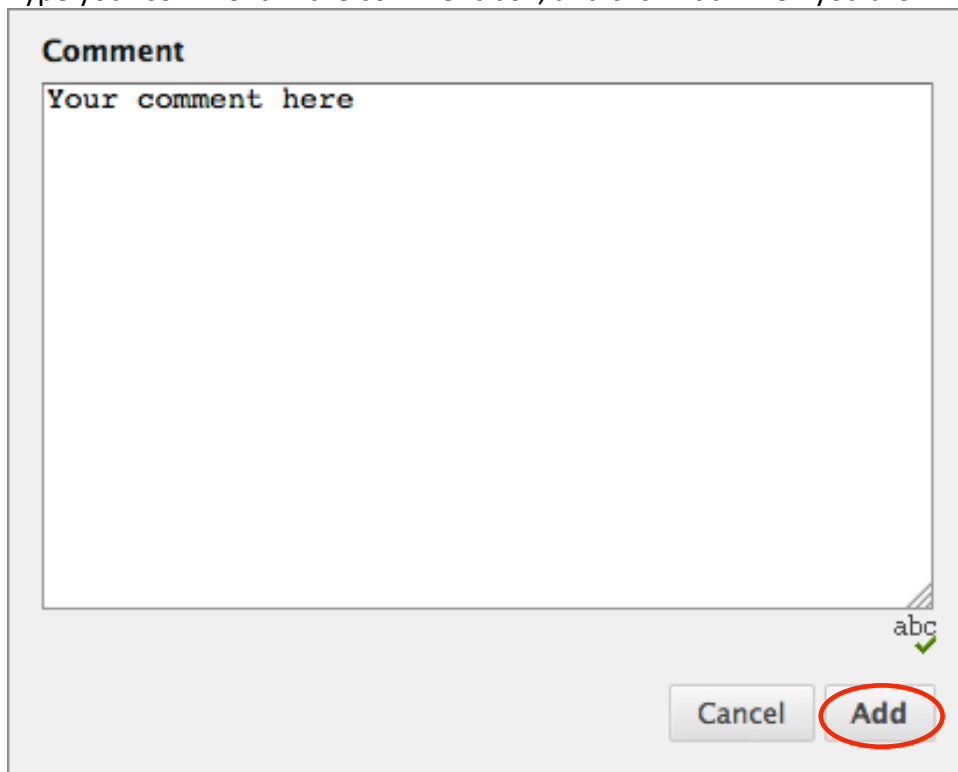
# STUDENT TUTORIAL: ADDING COMMENTS TO JOURNALS

## HOW TO CREATE COMMENTS:

1. To respond to an instructor's comment or create your own, first click **Comment** under the original post.



2. Type your comment in the comment box, and click **Add** when you are finished.



3. Your comment will then be added to the list of comments in chronological order.