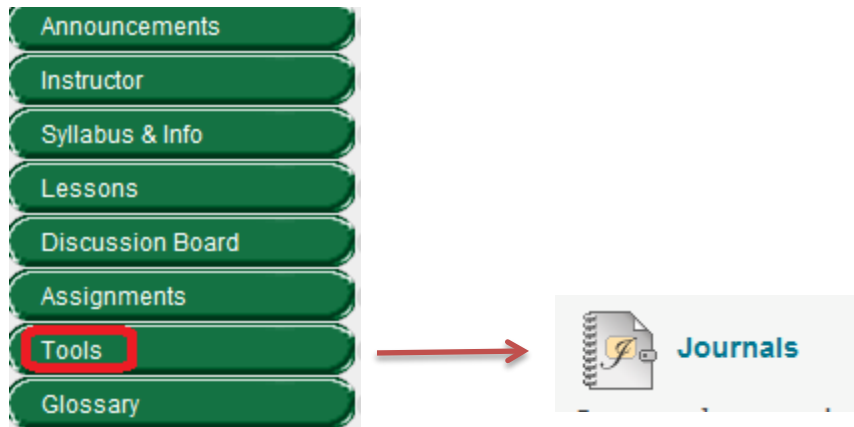


Journals

Journals are a personal space for you to communicate privately with your instructor.

Instructions: Creating a Journal entry

1. On the Course Menu, click **Tools** and then click **Journals**.



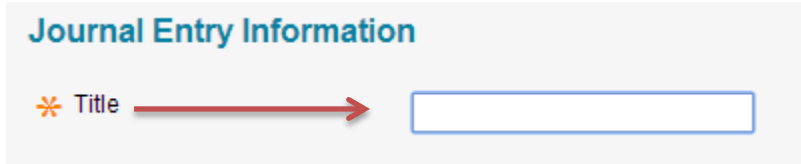
2. On the **Journals** listing page, select a journal to open.



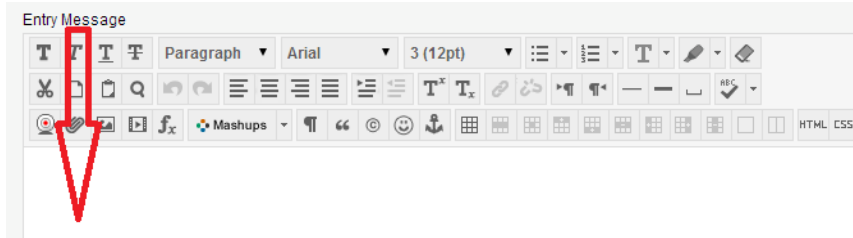
3. On the **Journal** topic page, click **Create Journal Entry**.



4. Type a **Title**.



5. Type your text in the **Entry Message** text box.



Creating a Journal Entry



6. (Optional) attach a file by clicking **Browse My Computer** to navigate to your computer or flash drive. Select the file by clicking the file name and select **Open**.

Journal Entry Files

Attach File

Browse My Computer

7. Click **Post Entry** -OR- Click **Save Entry as Draft** to save the entry for later posting.

Cancel

Save Entry as Draft

Post Entry