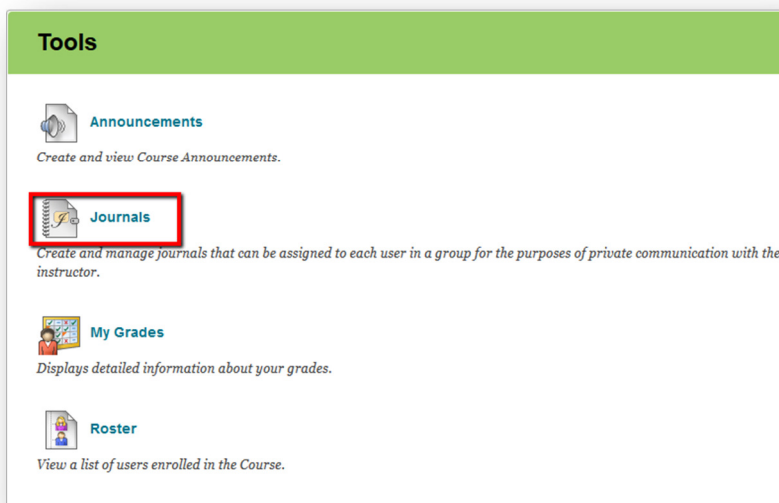


Create a Journal Entry

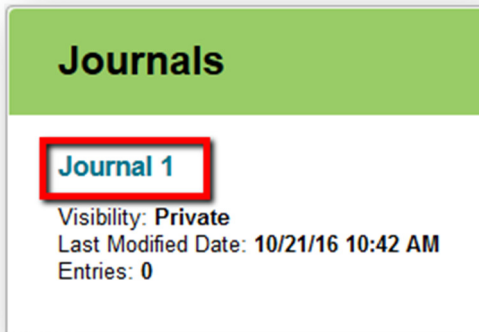
Why create a journal entry?

Journals are a personal space for you to communicate one on one with your instructor. Students can also use journals as a self-reflective tool to post their opinions, ideas, and concerns about the course. Journals can be made public by the instructor if he/she wants the whole class to be able to read the journal entries.

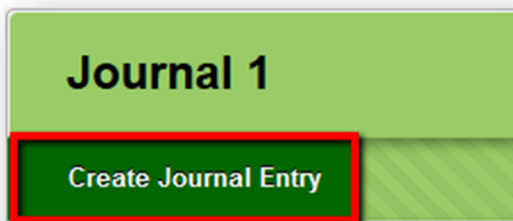
Step 1: On the Course Menu click **Tools/Communication**, then **Journals**



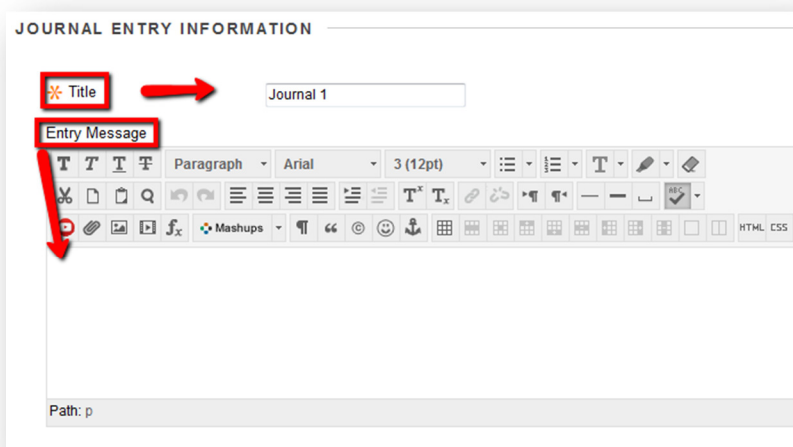
Step 2: On the Journals Listing Page, select a journal to open.



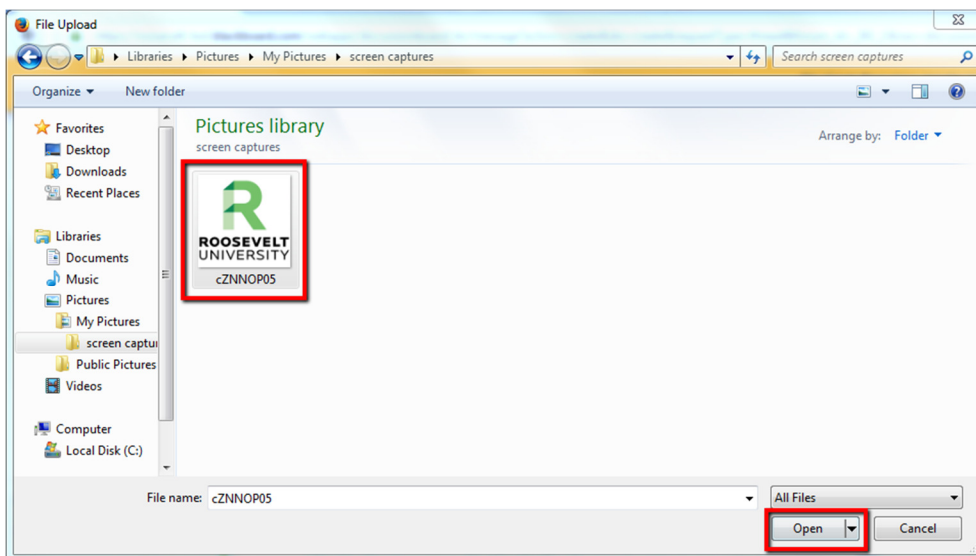
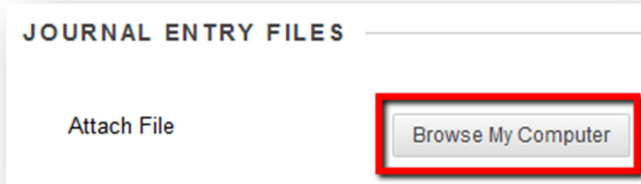
Step 3: On the Journal Topic Page, click **Create Journal Entry**.



Step 4: Type a **Journal Entry Title** and then type the text into the **Entry Message** text box.



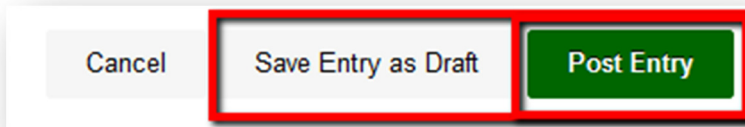
Step 5: Optional: Under Journal Entry Files, if you would like to add a file click **Browse My Computer** to navigate to the computer or flash drive, select the file and then click **Open**.



Step 6: Click **Post Entry** to submit the journal entry

-OR-

Click **Save Entry as Draft** to save the entry for later posting



If you have any further questions or would like to schedule a training session with you or your department, please email:

blackboardhelp@roosevelt.edu

A member of the Academic Technology Solutions team will contact you.