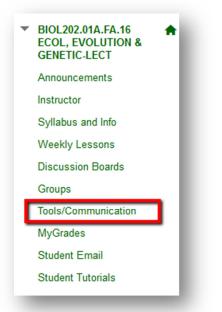
Create a Journal Entry

Why create a journal entry?

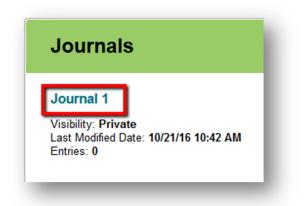
Journals are a personal space for you to communicate one on one with your instructor. Students can also use journals as a self-reflective tool to post their opinions, ideas, and concerns about the course. Journals can be made public by the instructor if he/she wants the whole class to be able to read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

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



Tools	
	ouncements w Course Announcements.
E.	nals anage journals that can be assigned to each user in a group for the purposes of private communication with the
No.	Grades iled information about your grades.
View a list of t	ter users enrolled in the Course.

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.

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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.

JOURNAL ENTRY FILES		
Attach File	Browse My Computer	
● File Upload ● ● ↓ Libraries ● Pictures ● My Pictures ● screen ca		3
Organize Vew folder	× 1 (
 ★ Favorites Desktop Desktop Downloads Recent Places Libraries Documents Music Pictures My Pictures Screen capture Videos Yideos Koosevelty Computer Local Disk (C:) T 	Arrange by: Folder ▼	
File name: cZNNOP05	 ✓ All Files ✓ Open I▼ ✓ Cancel]

Step 6: Click Post Entry to submit the journal entry

<u>-OR-</u> Click Save Entry as Draft to save the entry for later posting Cancel Save Entry as Draft Post Entry

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.