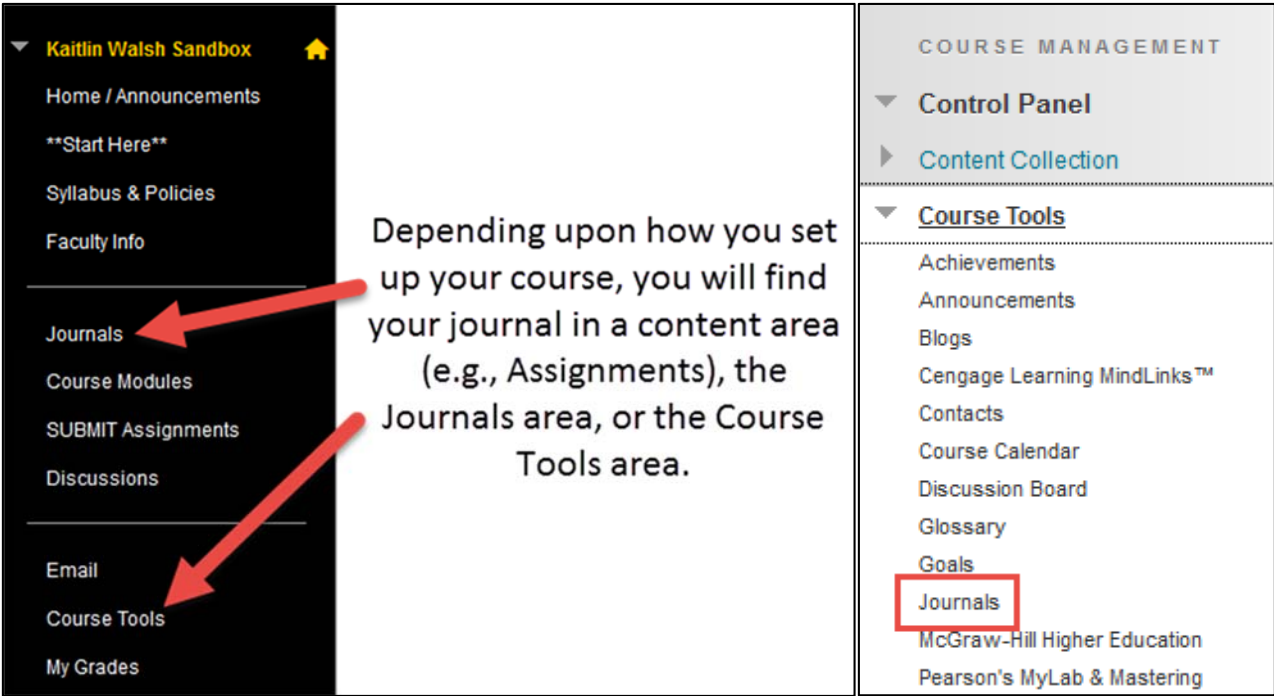


Posting and Commenting on a Journal

A journal is comprised of many posts. Readers of the journal can comment with their own feedback on each post.

Post to a Journal

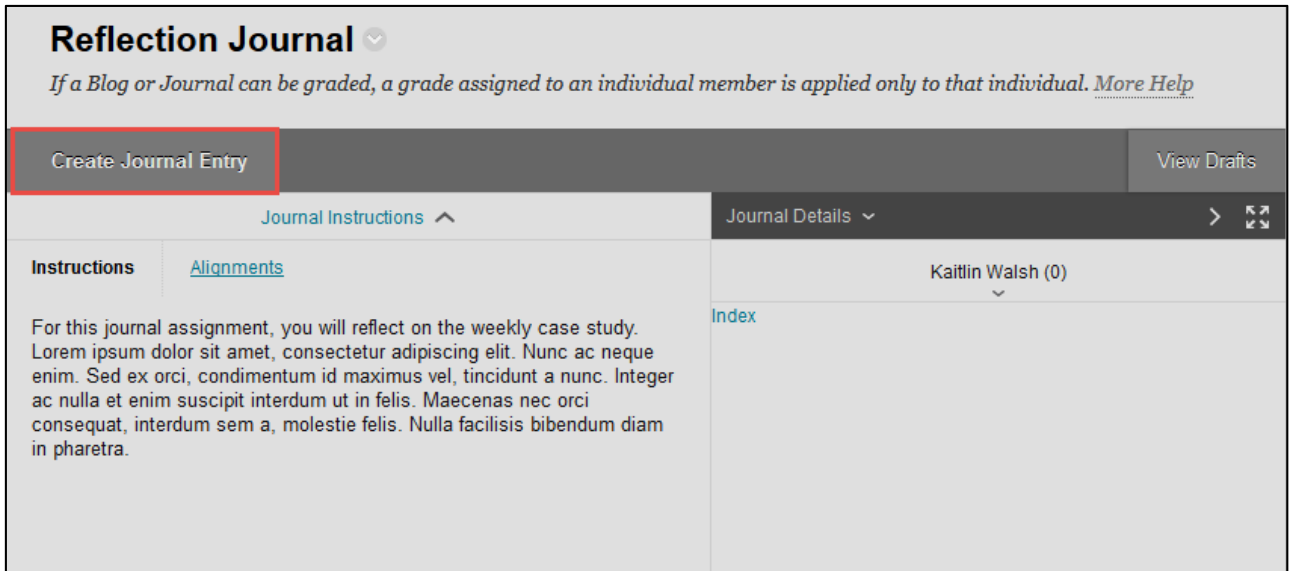
1. Log into the Blackboard system and click to enter the course where you wish to post to a journal.
2. Once you are in the course you will navigate to the journal. Depending on how the course has been set up there may be a dedicated Journals or Course Tools button in the course menu. Instructors, meanwhile, can always click Course Tools in the Control Panel and then Journals.



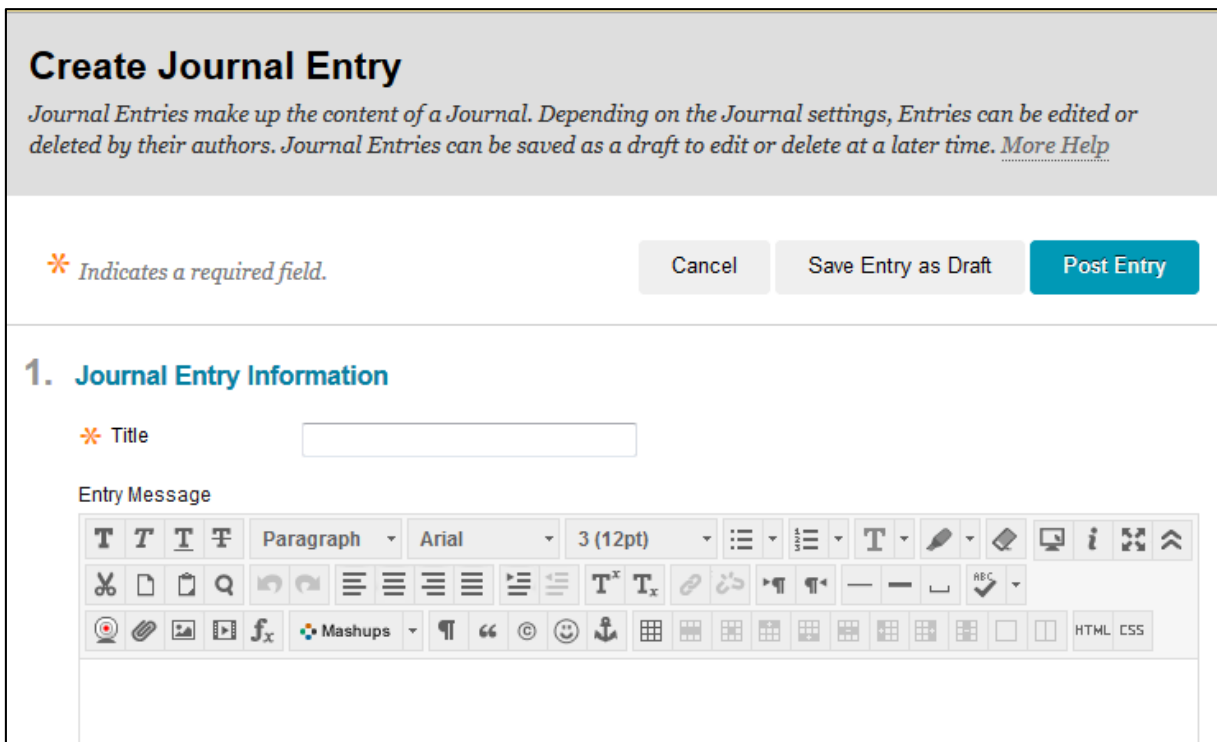
3. If there are multiple journals, make sure to click into the appropriate one.



4. On the journal homepage you will press the **Create Journal Entry** button.



5. Enter a subject and message body for the post. Add an attachment, if desired.



6. Press **Post Entry** when you are ready to submit the post, or you can use **Save Entry as Draft** if you want to resume your work later.

Comment on a Journal Entry

1. Log into the Blackboard system and click to enter the course where you wish to comment on a journal.
2. Once you are in the course you will navigate to the journal. Depending on how the course has been set up there may be a dedicated Journals or Course Tools button in the course menu. Instructors can always click on Course Tools and then Journals in the Control Panel.

Depending upon how you set up your course, you will find your journal in a content area (e.g., Assignments), the Journals area, or the Course Tools area.

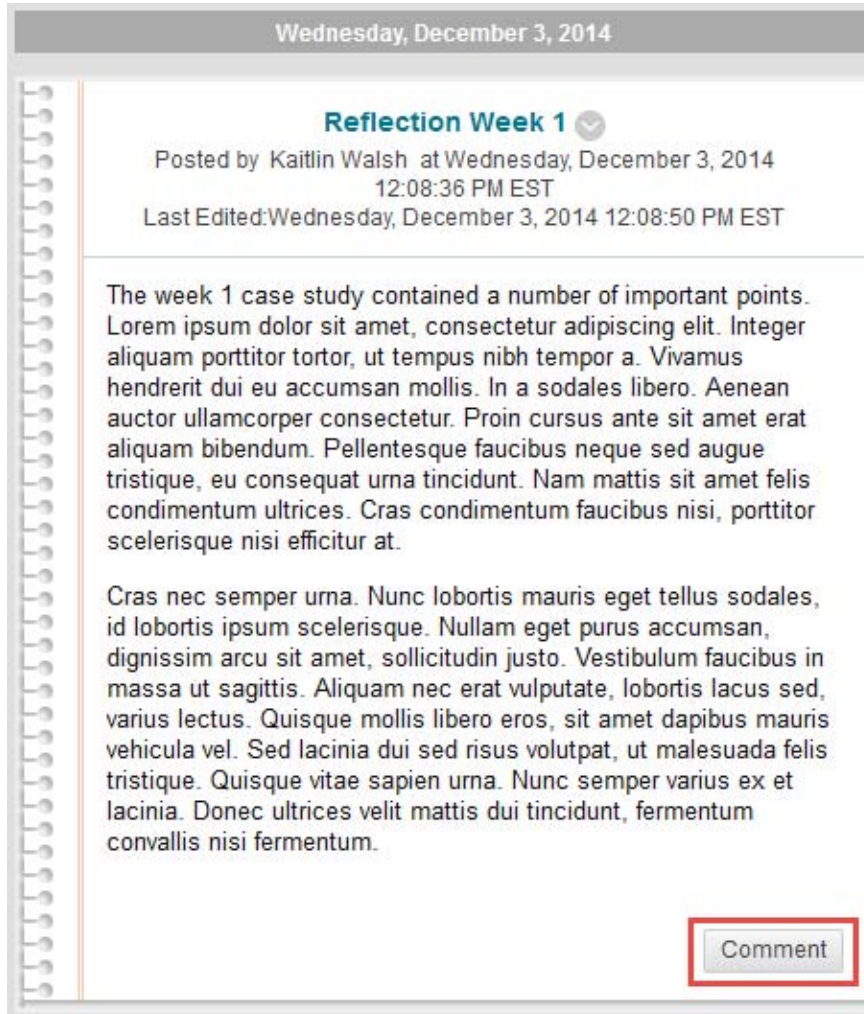
The screenshot shows the Blackboard course navigation menu on the left and the Control Panel on the right. The navigation menu includes options like Home / Announcements, Syllabus & Policies, Faculty Info, Journals, Course Modules, SUBMIT Assignments, Discussions, Email, Course Tools, and My Grades. The Control Panel includes options like Control Panel, Content Collection, and Course Tools. The Course Tools section is expanded, showing options like Achievements, Announcements, Blogs, Cengage Learning MindLinks™, Contacts, Course Calendar, Discussion Board, Glossary, Goals, Journals, McGraw-Hill Higher Education, and Pearson's MyLab & Mastering. Red arrows point from the text to the 'Journals' and 'Course Tools' options in the navigation menu, and a red box highlights the 'Journals' option in the Control Panel.

3. If there are multiple journals, make sure to click into the appropriate one.

Name	Visibility	Last Modified Date	Entries
Reflection Journal	Private	12/3/14 11:51 AM	0

The screenshot shows a table of journals in Blackboard. The table has columns for Name, Visibility, Last Modified Date, and Entries. A red arrow points to the 'Reflection Journal' entry, which is highlighted in yellow. Above the table, there are buttons for 'Delete' and 'Availability'.

4. On the Journal homepage you will see a list of posts that have been shared. Click on the **Comment** button on the post to which you would like to share feedback. This will pop out a comment box.



5. Type your feedback in the comment text box and press **Add** when done. The comment will now be added. Note: comments are collapsed by default. Users must click the **Comment** button to expand the comments.

