

## Creating a Journal

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1. Select **Edit Mode ON** > select **Tools** on the **Course Menu** > click **Journals**.
2. Click the **Create Journal** button.
3. Enter a **Name** for the Journal and any specific **Instructions** in the text box.
4. Click **Yes** to make the Journal available to users.
5. Use the **Display After** and **Display Until** date and time fields to Limit Availability of the Journal.
6. Determine the **Journal Settings** > click **Submit**.

### Creating Journal Entries

1. Select **Tools** on the **Course Menu** > click **Journals** and select the appropriate Journal.
2. Click the **Create Journal Entry** button.
3. Enter an **Entry Title** and text in the **Entry Message** text box.
4. Attach a file if desired. File name is used as a title of the file by default. Type a descriptive assignment name in the **Link Title** if desired.
5. Click **Post Entry** or **Save Entry as Draft** for later posting. Drafts may be viewed by clicking View Drafts from the main Journal page.

### How to Comment on a Journal Entry

1. Select **Tools** on the **Course Menu** > click **Journals** and open the desired Journal.
2. Click **Comment** for the appropriate entry and enter a comment in the comment field.
3. Click **Add**.