

## Creating a Journal

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

## Creating Journal Entries

1. Click **Journals** on the **Course Tools** menu.
2. Select the appropriate Journal and click **Create Journal Entry**.
3. Enter an **Entry Title** and text in the **Entry Message** text box.
4. Attach a file if desired.
6. 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. Click **Journal** on the **Course Tools** menu and open the desired Journal.
2. Click **Comment** for the appropriate entry and enter a comment in the comment field.
3. Click **Add**.