

Creating Journal Entries

Instructors and users can create and post Journal Entries or save them in draft form for later posting.

How to Create a Journal Entry

1. Open a Course.
2. From the Course menu, click Journals.

-or-

From the Course menu, click Tools and then click Journals.

3. Open a Journal.
4. Click Create Journal Entry.
5. Enter an Entry Title.
6. Enter the text in the Entry Message Text Editor.
7. Click Browse My Computer or Browse for Content Collection item to attach a file to the Journal entry.
8. Click Post Entry to post the Journal entry.

-or-

Click Save Entry as Draft to post the entry later.

Viewing Drafts

Journal Entries can be saved for later posting by clicking Save Entry as Draft. Draft Journal Entries can be viewed by clicking View Drafts on the main Journal page.