Managing the Journal Once It’s Created

1. Navigate to blackboard.towson.edu.
2. Log in with your TU NetID and Password
3. Enter the course with the journal you would like to manage.
4. Locate the journal link you created.
5. Click on the journal link.
6. Click the down arrow next to the journal you would like to manage...

Figure 1

**Selecting Edit...**

This will bring up the journal settings where you can add instructions, change the grading options, etc.

**Selecting Open...**

This will open the journal. Here you can see what students have posted and commented as well as create your own journal entry.

**Selecting Delete...**

This will delete the journal and all of its contents.

**Creating a Journal Entry...**

1. Click Create Journal Entry towards the top.
2. Enter a Title for your journal entry.
3. Enter your journal Entry Message.
4. Post Entry.
Commenting on Journal Entry...
1. Enter your journal by clicking your journal link (see steps 1-4).
2. Find the journal entry you want to comment on, at the bottom of the entry, select Comment.
3. Type your comment.
4. Click Add.

Deleting a Journal Entry...
1. Enter the journal by clicking your journal link (see steps 1-4).
2. Find the journal entry you want to delete.
3. Click the drop down arrow next to the journal you want to delete
4. Click Delete
   Please Note: Deleted journals are not able to be recovered.