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## Managing the Journal Once It's Created

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1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Enter the course with the journal you would like to manage.
3. Locate the journal link you created.
4. Click on the journal link.
5. Click the down arrow next to the journal you would like to manage...

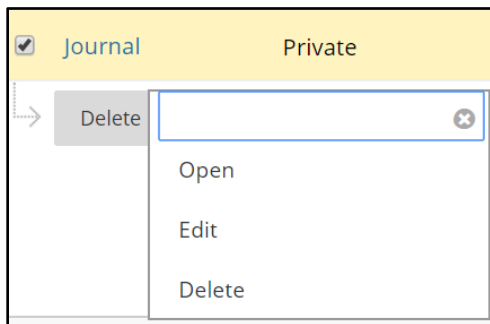


Figure 1

### ***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 blog entry.

### ***Selecting Delete...***

This will delete the blog 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 blog 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 down arrow next to the Title of the Blog Entry, select **delete**.