

# Blackboard

## Journals

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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. 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...

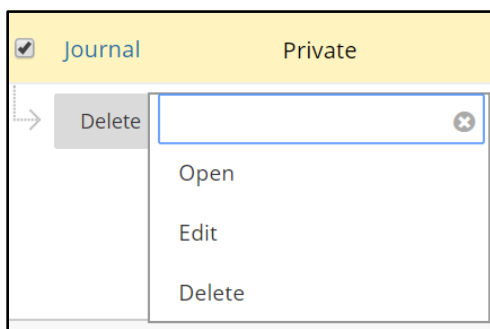


Figure 1

#### *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.*