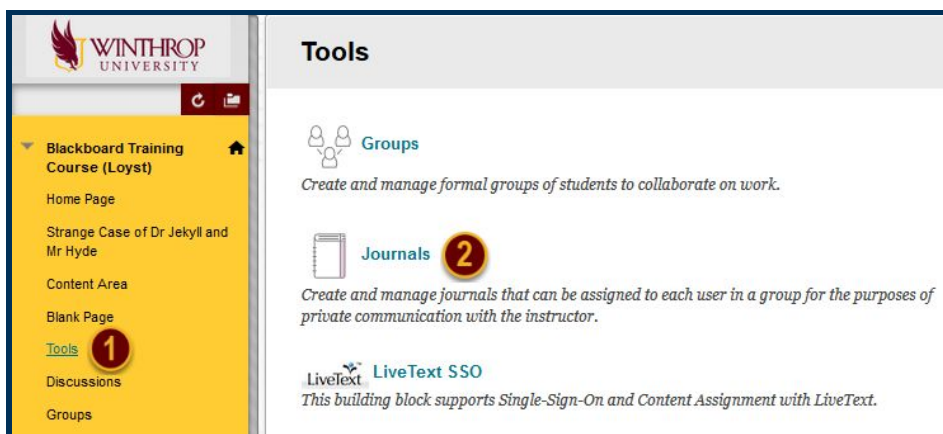# Create a Journal Entry

Overview

This tutorial will explain how to create a **Journal Entry**. Journal Entries are personal reflections on a topic introduced by your instructor. Most Journal Entries will only be visible to you and your Instructor, though it is possible for peers to comment on Journal Entries if the instructor wishes.

Quick Steps

Course Menu > Tools > Journals > Select Journal > Create Journal Entry > Compose > Submit

Step 1

To create a Journal Entry, you must first access the Journals page. From the Course Home Page, click *Tools* [1] on the Course Menu, and then select the "Journals" option [2].

Step 2

On the Journals page, select the Journal where you want to create a new Journal Entry by clicking on the Journal title [3].
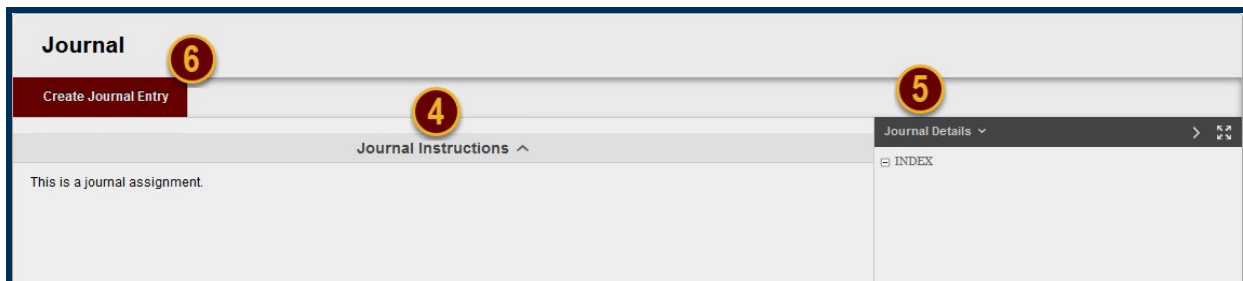
Step 3

On the Journal page, you will find the Journal Instructions [4]. Reread this section to ensure you are creating a Journal Entry that fulfills the Journal's purpose.
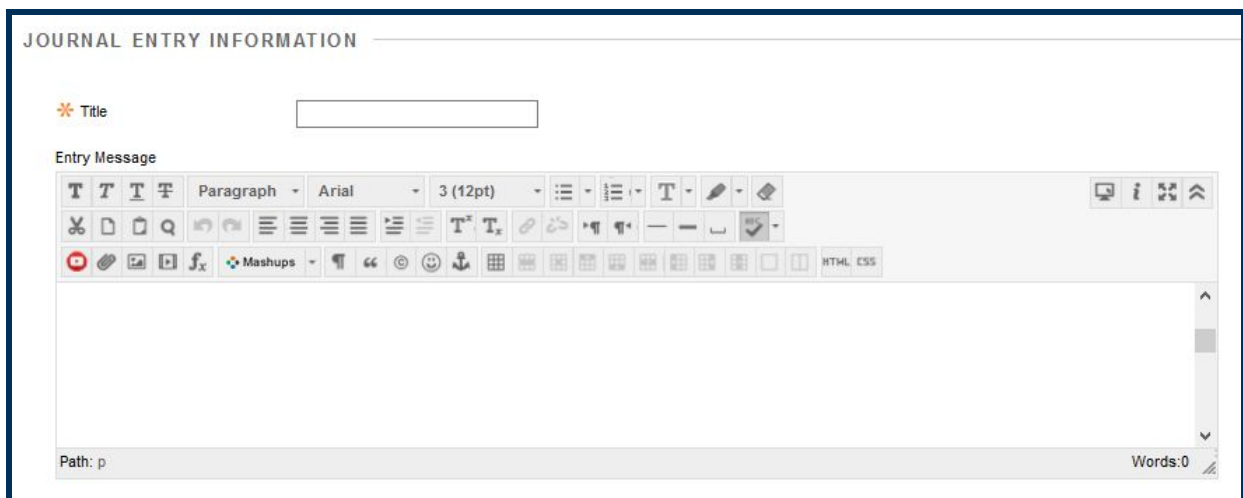
You will also find the Journal Details section [5] which shows the entries posted thusfar.

To proceed, click *Create Journal Entry* [6] on the Action Bar.

Step 4

On the Create Journal Entry page, use the Journal Entry Information section to create your Journal Entry. The Title field will give the Journal Entry a title. The Entry Message editor contains all tools available in any Content editor found on Blackboard Learn. Learn more about the Content editor.

Step 5

Use the Journal Entry Files section to attach any files you need to include in your Journal Entry.

Step 6

If you need to stop writing for any reason, use the *Save Entry as Draft* button to create a temporary file that can be returned to later. If you are finished creating your Journal Entry, click the *Post Entry* button.

Step 7

Your Journal Entry will appear in chronological order on the Journal page in the Journal Details section [7]. You can use the *Comment* button [8] to add notes about the entry. Your instructor (and possibly your peers, depending on settings) will see the comments and may respond.