

## *Creating Journal Entries*

Instructors and Students can create Journal entries. Only Instructors can comment on Students' private entries. Group members and the Instructor can comment on Group entries.

On the Journals listing page, information is provided about each Journal. Students can see if their entries will be Private—between the Student and the Instructor—or Public.

### **How to Create a Journal Entry**

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Course Tools** to expand the drop-down list.
3. Click on **Journals**.
4. On the **Journals** listing page, select a **Journal** title.
5. On the **Journal's** topic page, click the **Create Journal Entry** button.
6. On the **Create Journal Entry** page, enter a **Title** for the Journal entry. Type text in the **Entry Message** text box.
7. In the **Journal Entry Files** section, you can browse for a file to attach to the Journal entry.
8. Click **Post Entry** to submit the **Journal** entry or click **Save Entry as Draft** to add the entry later.

### **How to View Drafts**

1. To view drafts, click **View Drafts** in the top right corner of the Journals listing page.