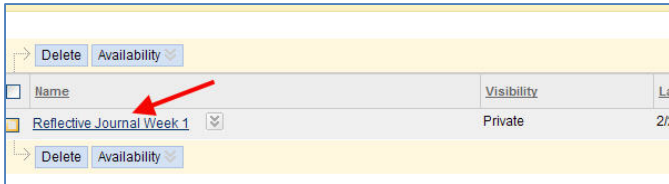


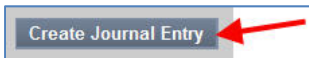
University of St. Thomas – Blackboard 9 Training

How to Create a Journal Entry

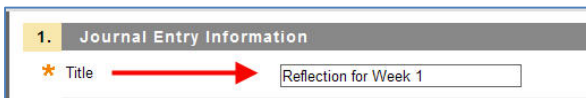
1. Open a Journal.



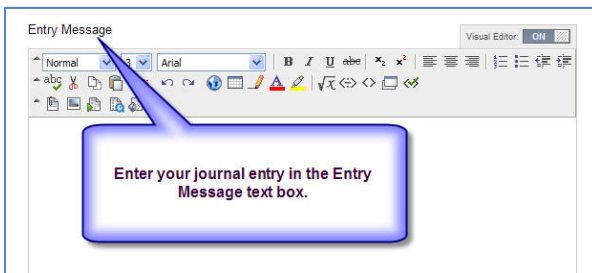
2. Click Create Journal Entry.



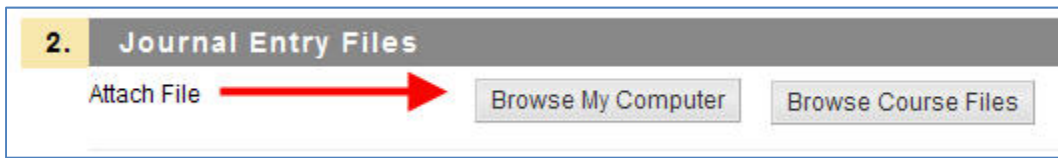
3. Enter an Entry Title.



4. Enter the text in the Entry Message Text Box.



5. Click Browse My Computer for Local File or Browse for Course Files to attach a file to the Journal entry.



6. Click Post entry to post the Journal entry or click Save Entry as Draft to post the entry later.

