

University of St. Thomas – Blackboard 9 Training

Editing a Journal

How to Edit a Journal

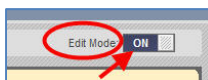
1. Log into Blackboard and select your course.



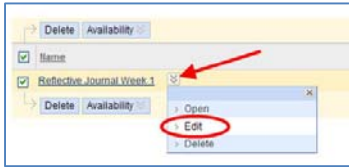
2. Click Journals from the Course Tools menu.



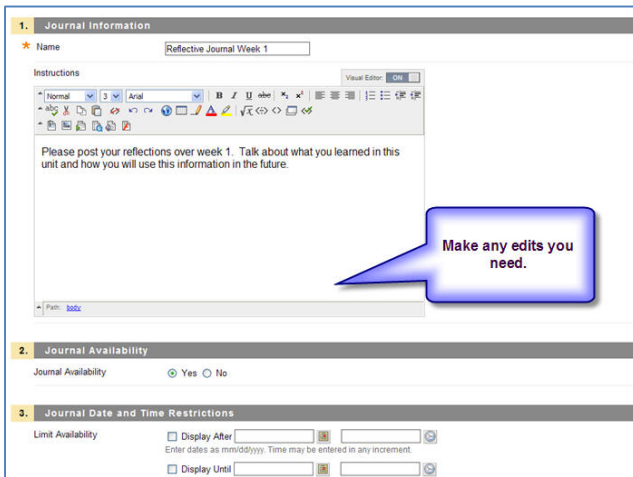
3. Click Edit Mode ON.



4. Select Edit from the contextual menu for the Journal.



5. Make changes.

A screenshot of a 'Journal Information' form. The form has three sections: 1. Journal Information, 2. Journal Availability, and 3. Journal Date and Time Restrictions. The 'Name' field is filled with 'Reflective Journal Week 1'. The 'Instructions' field contains the text: 'Please post your reflections over week 1. Talk about what you learned in this unit and how you will use this information in the future.' A blue callout box with a speech bubble shape points to the instructions field and contains the text 'Make any edits you need.' The 'Journal Availability' section has radio buttons for 'Yes' (selected) and 'No'. The 'Journal Date and Time Restrictions' section has checkboxes for 'Display After' and 'Display Until', each followed by a date input field.

6. Click Submit.

