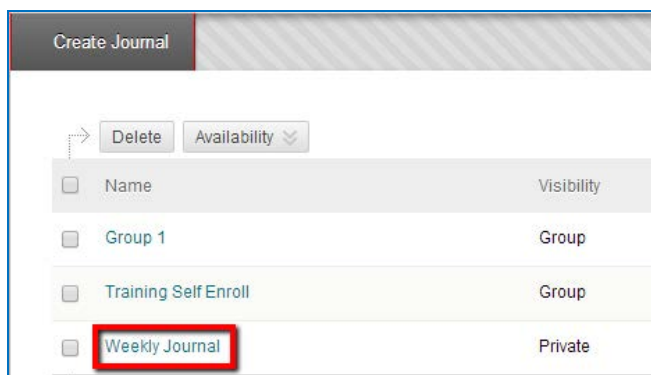


Commenting on a Journal Entry

To add a comment to a Journal entry:

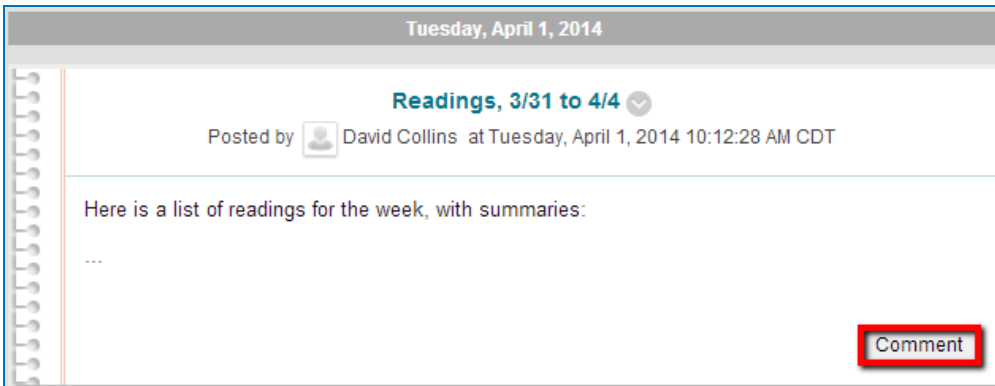
1. Open a Journal.



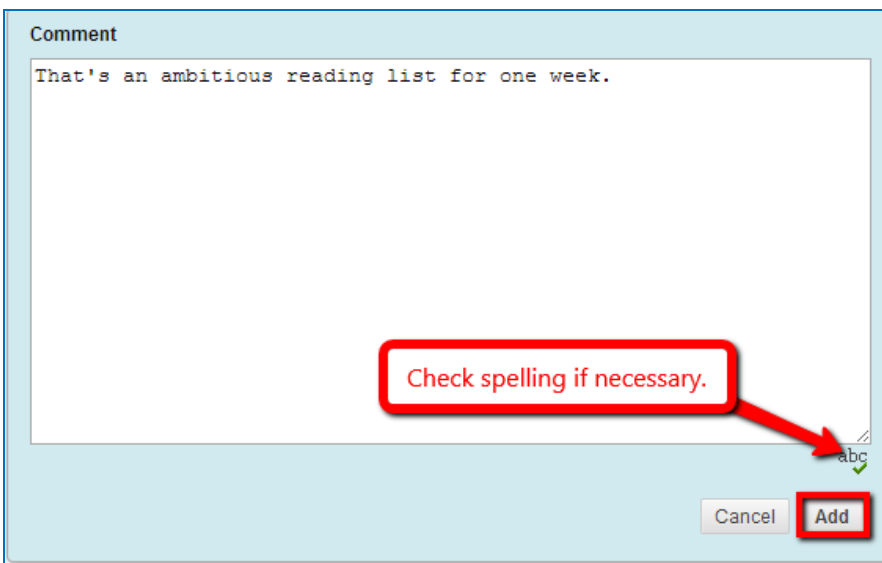
2. If necessary, click the link on the Index to view the correct week or month of entries, and continue navigating to the appropriate entry.



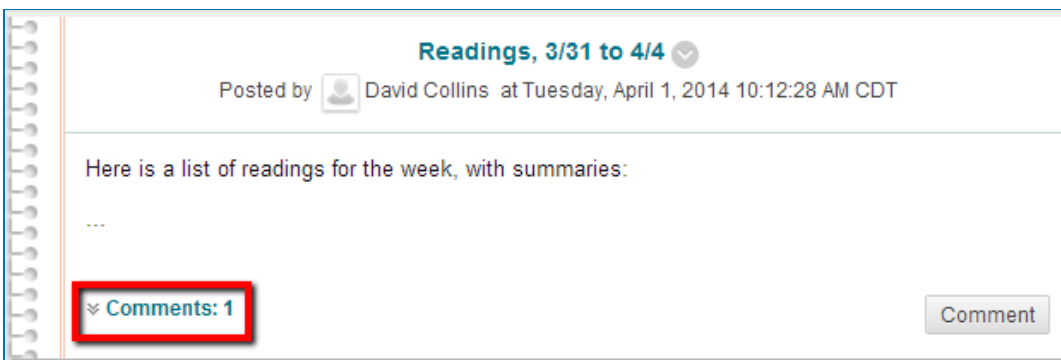
3. Click the **Comment** button for the entry.



4. Enter a comment in the Comment field. Click the spell check button in the bottom-right corner to check spelling. Click **Add** to post the comment.



5. You can view comments on a Journal entry but clicking the **Comments** link at the bottom of the entry.



6. To return to the Journals page, click the breadcrumb above the Course Menu.

