Deleting a Journal or Journal Entry

When you delete a Journal, all entries and comments will be eliminated permanently and cannot be recovered. When you delete an individual Journal entry, that entry and all its comments are eliminated.

1. Log into Blackboard, and select your course.
2. Click Journals from the Course Tools menu.
3. Make sure that Edit Mode is ON.
4. To delete an individual journal, click the contextual arrow for the Journal and select Delete.
5. Confirm whether you would like to delete the Journal along with all its entries and comments.

6. You can also delete multiple Journals at once by checking their checkboxes on the Journal page and clicking the **Delete** button above or below the list.

Deleting a Journal Entry is a similar process. Click the title of the Journal; find the entry using the weekly or monthly Index, if necessary. Click the contextual arrow for the Journal Entry, and select **Delete**.