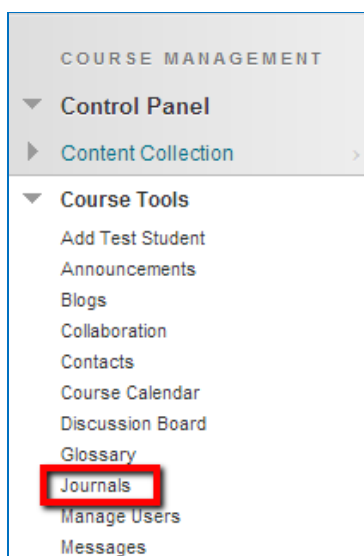


Editing and Managing a Journal

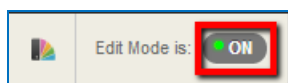
This tutorial covers editing the properties of a Journal, as well as editing the contents of entries.

Editing a Journal

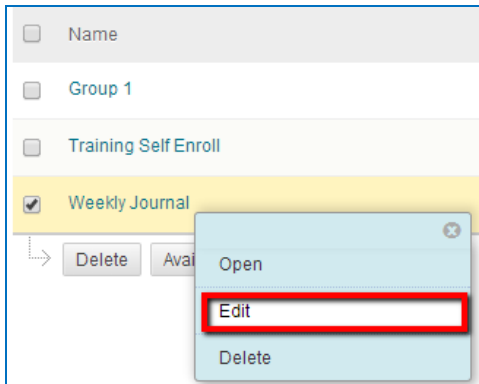
1. Log into Blackboard, and select your course.
2. Click **Journals** from the Course Tools menu.



3. Make sure that Edit Mode is ON.



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



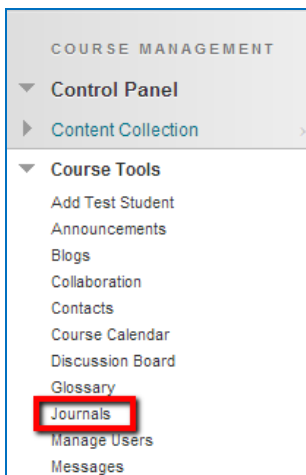
5. Make any necessary changes to the Journal's information, availability, or other settings, and click **Submit**.



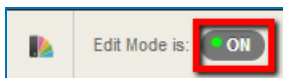
Deleting a Journal

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.

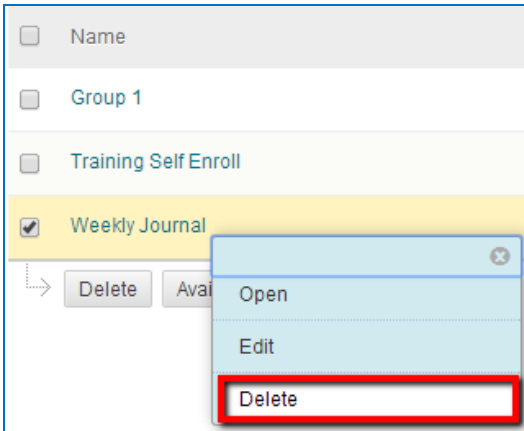
1. Log into Blackboard, and select your course.
2. Click **Journals** from the Course Tools menu.



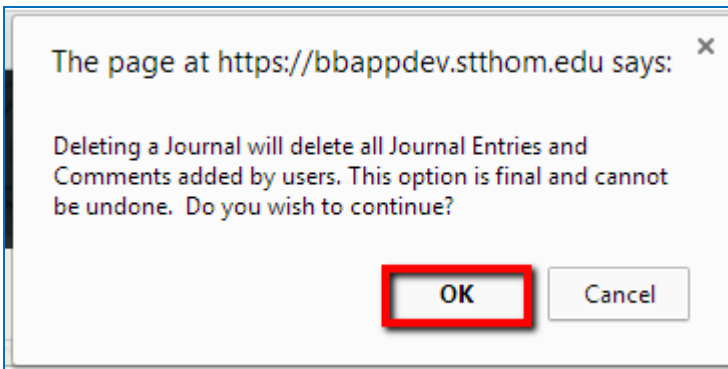
3. Make sure that Edit Mode is ON.



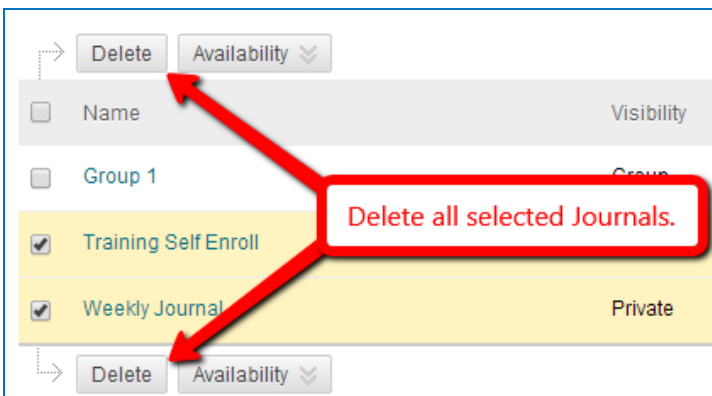
4. Select **Delete** from the contextual menu for the Journal.



5. Confirm whether you would like to delete the Journal along with all its entries and comments.

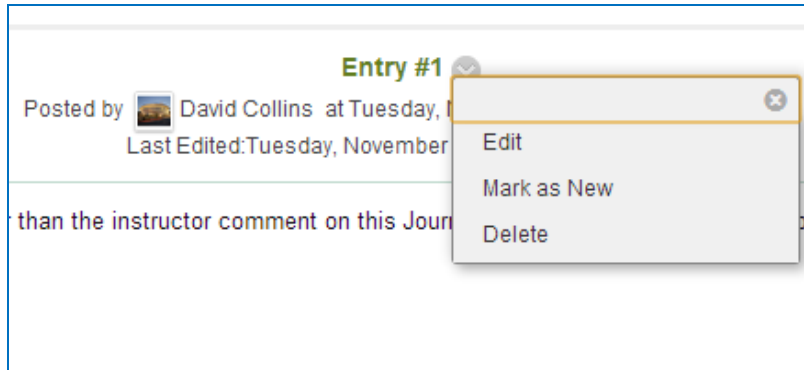


6. You can also delete multiple Journals at once by checking their checkboxes on the Journal page and clicking the **Delete** button above or below the list.



Editing or Deleting Individual Journal Entries

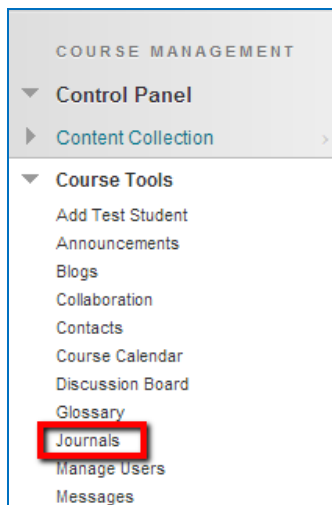
To edit or delete a single Journal entry, open the Journal. Use the weekly or monthly index, if necessary, to find the specific Journal entry. Click the contextual arrow next to that entry's title, and select either **Edit** or **Delete**, whichever is appropriate. There is no tool for deleting multiple entries simultaneously.



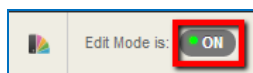
Changing the Availability of a Journal

You can change the availability of one or more Journals directly from the Journals page.

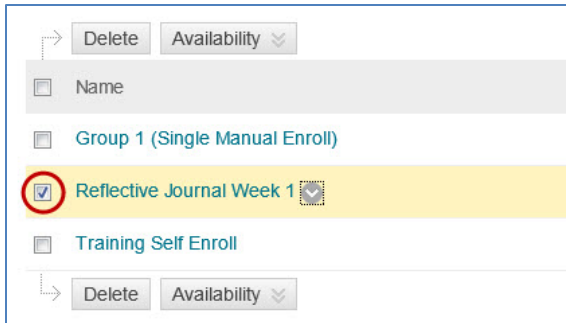
1. Log into Blackboard, and select your course.
2. Click **Journals** from the Course Tools menu.



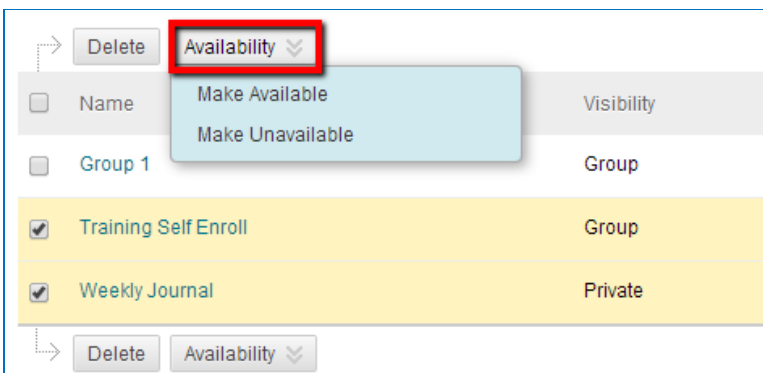
3. Make sure that Edit Mode is ON.



4. Click the checkbox next to each Journal you wish to make available or unavailable.



5. Point to the **Availability** button above or below the list, and select either **Make Available** or **Make Unavailable** from the drop-down list.



Beneath the name of each Journal made unavailable, the words **(Journal is not available)** will appear.

