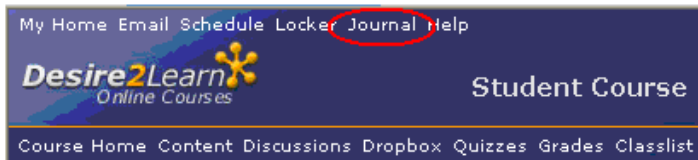


What is the Journal

Use the **Journal** tool for class notes, to-do lists, reflections, and creative writing. The journal is intended as a personal tool to record your thoughts. You cannot share it with other users.

To access your journal, select the **Journal** link from the My Home or Course Home navigation bar.



The Journal page displays.

Note Depending on the permissions set by your site's administrator or your instructor, you may not be able to use all of the features described here.

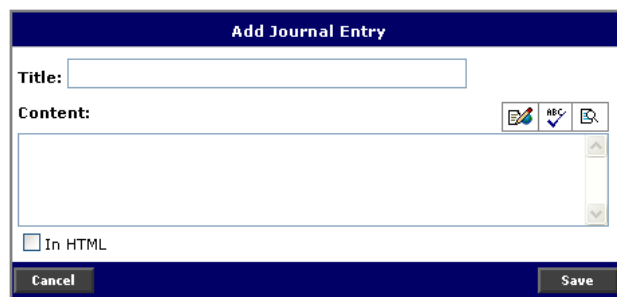
Creating a personal journal entry

Use a personal journal entry for personal writing projects, notes, and reflections that are not directly related to a course or topic.

From the Journal page:

1. Select the **Personal** tab.
2. Click **Add Entry**.

The Add Journal Entry page displays.



3. Give your entry a **Title**.

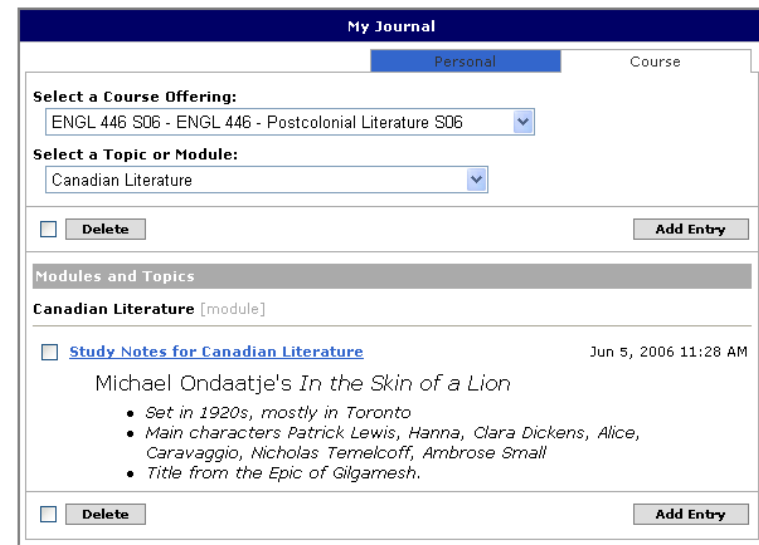
4. Add your **Content**. You can create formatted content using the HTML Editor by clicking the **HTML Editor** icon (E).
5. Click **Save**.

Creating a course journal entry

Use a course journal entry to record notes on a topic, manage to-do lists and research for a project, or reflect on a lecture.

From the Journal page:

1. Select the **Course** tab.



2. Select a **Course Offering** and a **Topic or Module** using the drop-down lists. This associates your journal entry with particular learning material.
3. Click **Add Entry**.

The Add Journal Entry page displays.

4. Give your entry a **Title**.
5. Add your **Content**. You can create formatted content using the HTML Editor by clicking the **HTML Editor** icon (E).
6. Click **Save**.

Editing a journal entry

To edit a journal entry:

1. Select the **Personal** or **Course** tab.
2. If you select the **Course** tab, select the **Course Offering** and **Topic or Module** using the drop-down lists. Selecting "All Module, Topic, and Course Offering journal entries" lists all journal entries for the chosen course.
3. Click on the title of the entry you want to edit.
4. Make the appropriate changes. You can edit and format the entry using the HTML Editor by clicking the **HTML Editor** icon (✎).
5. Click **Save**.

Deleting a journal entry

To delete an existing journal entry:

1. Select the check box beside the journal entry you want to delete.
2. Click **Delete**.

Viewing a journal entry

To view a journal entry:

1. Select the **Personal** or **Course** tab.
2. If you select the **Course** tab, select the **Course Offering** and **Topic or Module** using the drop-down lists. Selecting "All Module, Topic, and Course Offering journal entries" lists all journal entries for the chosen course.
3. Find the journal entry in the list that displays. The most recent entries are at the top of the list.