
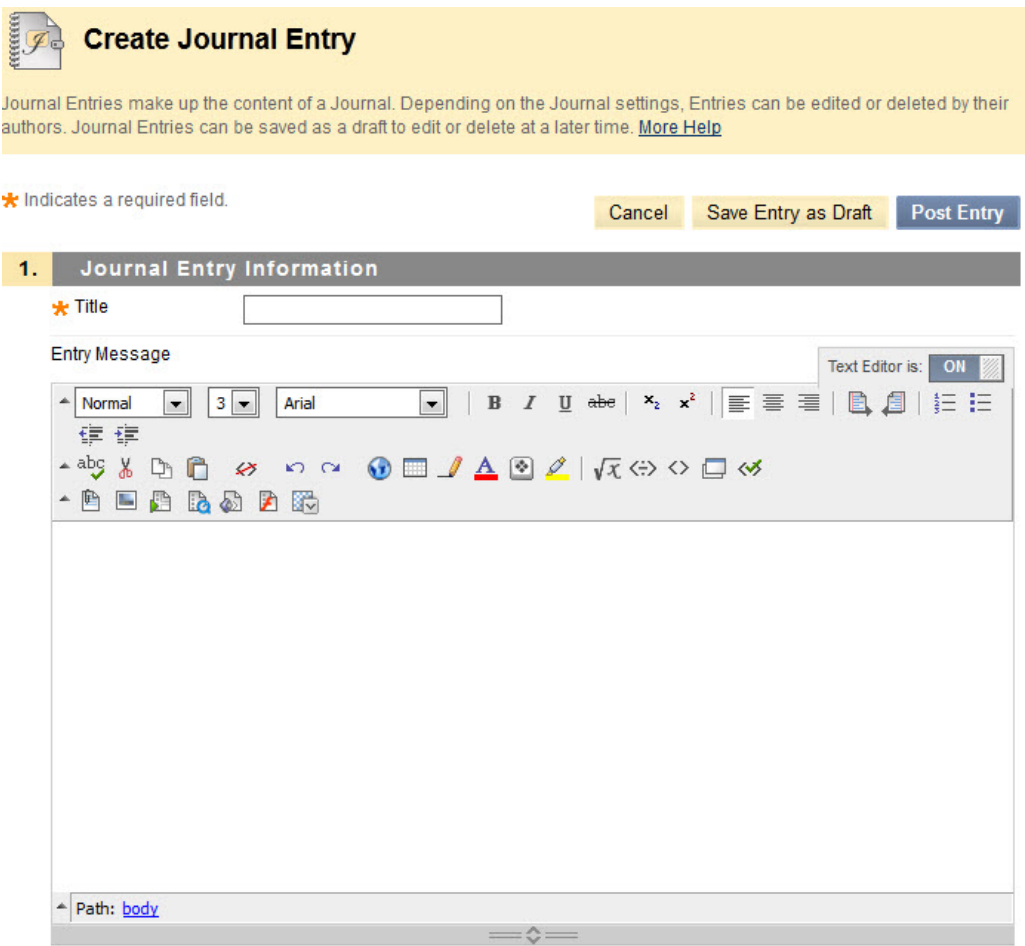
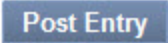


Creating Journal Entries

This work instruction provides detailed instructions on how to create a journal entry. This work instruction assumes that the user is logged in to Blackboard, inside of an active course, and ready to submit an assignment.

1.	<p>Click the link for the journal.</p>  <p>As online students, your finger is on the pulse of emerging technologies and trends in education. Why did you become an online student? Be completely honest in your response. This journal must be submitted no later than 11:59PM on Wednesday of Week 1.</p> <p>IMPORTANT NOTES</p> <ul style="list-style-type: none">• Journals can be identified by the icon to the left of the link. This icon is a notebook with a capital J on the cover.• If the link to Journal does not exist within the week, click the Journals link in the left-hand navigation pane or access Journals from the Tools link in the left-hand navigation pane.
	<p>The Create Journal Entry page displays.</p>  <p>Journal Entries make up the content of a Journal. Depending on the Journal settings, Entries can be edited or deleted by their authors. Journal Entries can be saved as a draft to edit or delete at a later time. More Help</p> <p>* Indicates a required field.</p> <p>Cancel Save Entry as Draft Post Entry</p> <p>1. Journal Entry Information</p> <p>* Title <input type="text"/></p> <p>Entry Message</p> <p>Text Editor is: ON</p> <p>Normal 3 Arial B I U abc x₂ x² [Rich Text Editor Icons]</p> <p>Path: body</p>
2.	In the Title field, enter a title for the journal.

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3.	In the Entry Message text area, enter or copy-and-paste your journal entry.
	IMPORTANT NOTE: If desired, files can be attached to the journal entry by clicking the Browse My Computer button in the Journal Entry Files section.
4.	 Click the Post Entry button. The journal is successfully submitted for grading.