# Creating a Journal Entry

A journal is a self-reflective tool that allows you to post personal reflections about the course or discuss and analyze course related materials. Each journal entry can include any combination of text, images, links, multimedia, and attachments.

Although it is possible to set journals to public, allowing other students to view your journal, instructors typically do not enable this, so only you and your instructor are able to read and add comments to your entries. If you are not sure, before posting, ask your instructor if the journal is set to public or private.

The journal icon resembles a spiral notebook. Click the title of the journal to create your entry.

After clicking on the journal title, you will arrive at the journal overview. This page contains the journal instructions. If you have posted to the journal previously, you will find those posts listed below.

You can see your total number of entries and comments by clicking the down arrow next to **Journal Details** on the right.

To add your own entry to the journal, click the [Create Journal Entry] button.
Enter a title and then click into the Entry Message text box and type your journal entry. Clicking the three dots button in the text editor will expand it, giving you more options.

Create Journal Entry

Journal entries make up the content of a journal. Based on the journal settings, authors may be able to edit or delete entries. Authors can save an entry as a draft to edit or delete at a later time. *More Help*

★ Indicates a required field.

JOURNAL ENTRY INFORMATION

★ Title

Entry Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

P   0 WORDS POWERED BY TINY

JOURNAL ENTRY FILES

Attach Files
Browse Local Files

Click **Post** to finish. Click **Cancel** to quit without saving changes.   Cancel   Save Entry as Draft   Post Entry

Click [Post Entry] when you have completed your journal.

You and your instructor can enter comments on journal posts if enabled. To add a comment, click the [Comment] button at the bottom of your entry.

DMACC *Online*

Weekly Study Hours

Posted by Laura Jones at Monday, October 12, 2020 3:02:44 PM

I was really surprised by what I saw in the calculator. It shows that I should be studying at least 24 hours a week for my classes. I had no idea I should be spending that much time studying, and I know I don't even come close to that. The class I come closest to study the required amount is Composition I. There are a lot reading and writing assignments, so that class keeps me busy. I'll admit though, I don't always do all of my reading assignments. If I did, I would probably be much closer on the hours.

I definitely need to study more, and I see that after looking at my grades, the calculator, and reading this week's chapter. I've always viewed studying as just doing homework, so I never try to study extra except when I have a test. I will need to cut down on my time hanging out with friends and watching Netflix to make room for studying. They are both big distractions for me, and obviously, a lot more fun than studying. However, I want to earn better grades, so I know what I need to do.

Next semester, I'll keep the same credits, but I'll work on arranging my days so that I spread out my studying rather than cramming on the weekends and before tests. My work schedule is fine, and I never feel stressed. I just need to study more and relax a little less to get the grades I want and know I'm capable of.

Comment

Comment

abc ✓

Cancel | Add

Enter a comment in the Comment field and click **Add**. You can view comments by clicking **Comments** beneath an entry.

DMACC *Online*

Weekly Study Hours New

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⌃ **Comments: 1**   Comment

_____ said...

Monday, October 12, 2020 3:06:56 PM CDT

It sounds like you have some good plans for setting yourself up for success in the future. It can be hard to cut down on leisure time, but I'm sure it will be worth it in the end. Good luck!

Journals created in Blackboard can only be viewed from Blackboard; they are not publicly accessible. Journals do not support RSS, so you cannot subscribe for updates to the journal. The only way to check for comments is to navigate to the journal in Blackboard.

DMACC *Online*