

Use the **Journal** tool for class notes, to-do lists, reflections, and creative writing. The journal is a personal tool; you cannot share entries with others.

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## Accessing the Journal tool

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

## 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 My 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**.
- 4 Give your entry a **Title**.
- 5 Add your **Content**. You can create formatted content by clicking the  **HTML Editor** icon.
- 6 Click **Save**.


The screenshot shows the 'My Journal' interface with the 'Personal' tab selected. It features two dropdown menus: 'Select a Course Offering' (ENGL 446 S06 - ENGL 446 - Postcolonial Literature S06) and 'Select a Topic or Module' (Canadian Literature). Below these are 'Delete' and 'Add Entry' buttons. A section titled 'Modules and Topics' shows 'Canadian Literature [module]' with a list of entries. One entry is titled 'Study Notes for Canadian Literature' with a date of 'Jun 5, 2006 11:28 AM'. The entry content includes the title 'Michael Ondaatje's In the Skin of a Lion' and a bulleted list of details: 'Set in 1920s, mostly in Toronto', 'Main characters Patrick Lewis, Hanna, Clara Dickens, Alice, Caravaggio, Nicholas Temelcoff, Ambrose Small', and 'Title from the Epic of Gilgamesh'. There are 'Delete' and 'Add Entry' buttons at the bottom of the entry list.

Course tab with a journal entry

## 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 My Journal page:

- 1 Select the **Personal** tab.
- 2 Click **Add Entry**.
- 3 Give your entry a **Title**.
- 4 Add your **Content**. You can create formatted content by clicking the  **HTML Editor** icon.
- 5 Click **Save**.


## 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.  
**Note** 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.

## 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.
- 3 Click 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**.

## Deleted 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**.