NEWS TOOL

The News tool enables you to create news items that help communicate course updates, changes, and new information to your students quickly and effectively. Since Course Home is the first page that students see when they access their course, the News widget is a good area for displaying important information.

Access the News tool

Do one of the following:

- Click **News** in the header of the News widget on your Course Home page.
- Click **Edit Course** on the Navbar and then click **News** from the Communication section on the Course Administration page.

Create a news item

1. Do one of the following:
   - Select **New News Item** button from the News widget dropdown menu.
   - On the News page, click **New Item**.

2. Enter the news headline in the **Headline** field.
3. Enter the news content in the **Content** field. Utilize the HTML Editor tools to access My Media files, link to documents and websites, upload images and add Quicklinks to course content, change fonts, add a table, etc.

4. If you want to hide your headline's date and time, **Always show start date**. By default, a news item's start date and time appears below its headline when displayed in the News widget.

5. Select the posting availability date/time in the **Start Date** and **End Date**. News items are published immediately unless you specify an alternate start date from the **Start Date** drop-down list.

6. You can remove a news item on a specific date by selecting the check box **Remove news item based on end date**. Faculty can still see the news item after its end date, but it will not appear in the News widget.

7. You can include attachments and audio recordings as part of your news item:
   - To add an attachment, click **Add a File** in the Attachments section.
To record audio, click the **Record Audio** in the Attachments section. Click **Flash Settings** to make adjustments to your microphone selection and volume. Click **Play** to listen to your recording. Click **Clear** to erase your recording.

- **Record video**

8. Click **Attach Existing** or **Create and Attach** to include Additional Release Conditions.
9. Click **Save as Draft** to continue editing the news item (students cannot see draft news items), or click **Publish** to release news item to users.

**Creating a news item for a future date**

If you set a news item’s start date for the future, the posting is not visible to users until that date.

**Example:** If you want a News item to appear on Monday morning, specify a start date of Monday at 9:00am.

**Note:** Post-dated news items are not displayed in the News widget even if users have permission to see future news items. They can be found within the list of news items on the News page.

**Edit a news item**

1. Click on the Go to News Tool option in the News menu.

2. On the News page, click on the news item you want to edit.
3. Edit your news posting.
4. You can select the **Major edit - send a notification and restore it for those who dismissed it** check box to inform users of major changes and updates to postings they might have dismissed, ensuring those headlines reappear with current information.

![Major edit - send a notification and restore it for those who dismissed it](image)

**Note:** You can also make the edited news posting reappear at the top of the News widget by changing its **Start Date** to the current date and time.

5. Click **Update**.

**Reorder news items**

1. Do one of the following:
   - On the News page, click **Reorder** from the More Actions button.
   - Click **Reorder News Items** from the News widget menu.

![Reorder News Items](image)

2. Use the drop-down lists in the **Sort Order** column to select an item's order. Other items automatically reposition themselves according to the new order.

3. Click **Save**.

**Dismiss a news item**

Do one of the following:

- Click the **Dismiss** icon for the news item you want to hide in the News widget.
- On the News page, click **Dismiss** from the context menu of item you want to dismiss.

**Restore a dismissed news item**

On the News page click **Restore** from the dropdown menu of the news item you want to restore.

**Note:** You can click **Go to News tool** icon from the News widget menu to view all news items on the News page.
**Delete a news item**

Do one of the following:

- Click **Delete** from the dropdown menu of the news item you want to delete.

![News Item dropdown menu]

- Delete multiple postings by selecting the check boxes beside the news item you want to delete, and click **Delete** at the top of the list.