



# News Item Tool

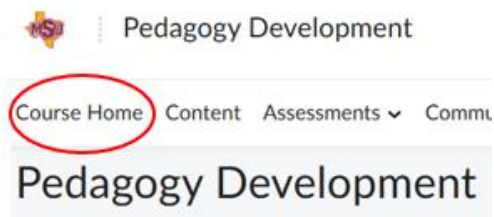
Why Do I Need This Workflow?

This tool can be used to post announcements for your students on your Course Home page. It is quick, easy to use, and displays prominently to students when they login to the course.

## Workflow Steps:

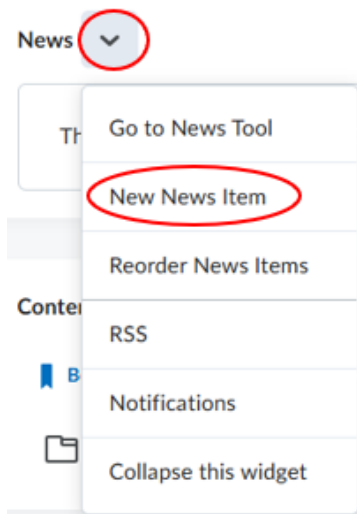
### Step one:

In the navbar, click Course Home.



### Step two:

Click on the down arrow next to **News** to open the context menu, then select **New News Item**.



### Step three:

Selecting **New News Item** will open an HTML editor to create and format the News Item. Add a **Title** in the box titled **Headline**. The **Insert Stuff** icon in the toolbar can be utilized to insert images, media, documents, links, etc.




## New Item

### General

Headline \*

 ←

Content \*

Paragraph ▾ | **B** | *I* | U ▾ | *A* | ▾ | ▾ |  |  | 

←

### Step four:

The Start Date is automatically set to publish right away. Adjust the **Start Date** if you aren't ready for it to be published. News Items will "disappear" after 30 days. If you want it to disappear sooner, you can adjust the **End Date**.

## Availability

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the News tool to users with permission to edit news.

Start Date

 4/7/2026 | 1:10 PM | ←

End Date

Remove news item based on end date

 4/8/2026 | 12:00 AM | ←

**Note:**

News Items are also affected by overall visibility settings. As new items are added, older ones move off the homepage and into **See All News Items**, and dismissed items will no longer appear for that user. **\*Because of this, avoid relying on News Items for important, long-term course information.**

