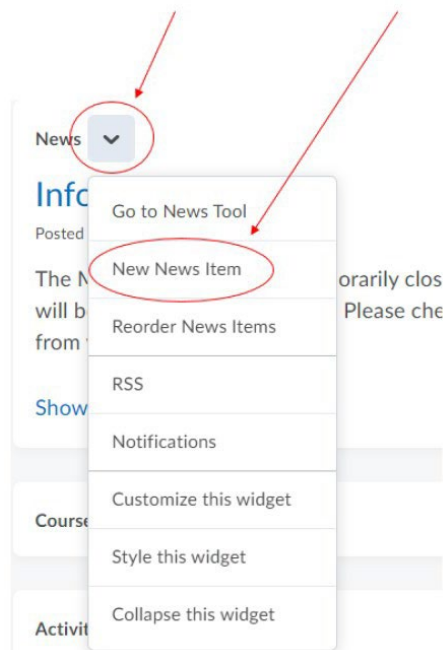




News Item Tool

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.

1. In the navbar, click Course Home.
2. There is a widget at the top called News. Click the down arrow to open the context menu and select **New News Item**.



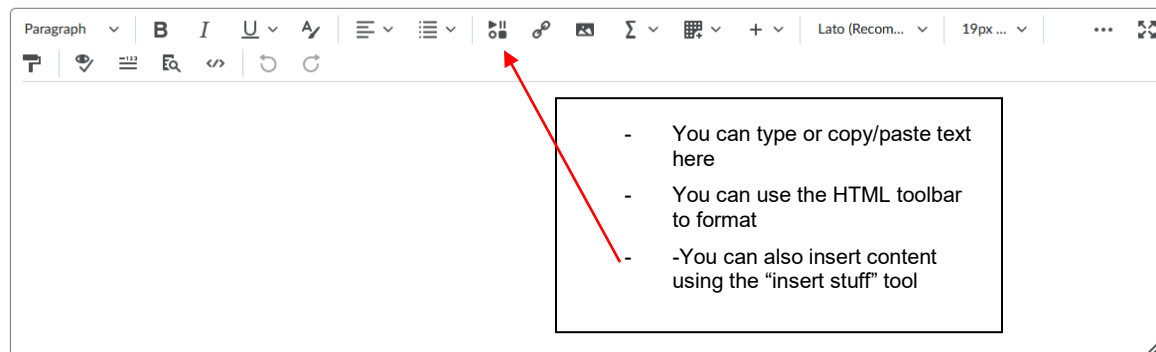
2. It will open up an HTML file to create and format the News Item. The box titled **Headline** is where you will put your title. Any time you are using an HTML file, you will have the **Insert Stuff** option in the toolbar - images, media, documents, links, etc. can be inserted using that tool. You will create your News Item and then scroll down for settings.

New Item

General

Headline *

Content *



The screenshot shows an HTML editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link, unlink, table, and other functions. Below the toolbar is a large text area for content. A red arrow points from a callout box to the 'insert stuff' icon in the toolbar. The callout box contains the following text:

- You can type or copy/paste text here
- You can use the HTML toolbar to format
- -You can also insert content using the "insert stuff" tool

3. Next, complete the settings and publish the News Item. The start date will be set for it to publish right away, but you can change it to publish on a different date if you aren't ready for it to be published.

News Items are visible based on dates, age, and "dismissals." What this means is: you are now able to control if the News Item is active based on dates, BUT as you add news items the older news items will relocate from the homepage and the student will have to click "See all news items." If student's "dismiss" them, they will no longer appear on the Course Homepage.

*Disappearing information is why we do **NOT** recommend posting assignments, syllabi, other important information that should be available all semester in the News Item.*

If you haven't added an attachment directly into the HTML editor and would like to attach it separately from your text, you also have that option.

When you are done, click publish.

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 ←

3/4/2020 9:37 AM Now
United States - Chicago

End Date ←

Remove news item based on end date
 3/5/2020 12:00 AM Now
United States - Chicago

Attachments ←

Add a File Record Audio Record Video

Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Publish Save as Draft Cancel

- You can publish right away or preset when you want it to publish.
- They will disappear after 30 days, if you want it to disappear sooner, you can set an end date.
- If you don't use the "insert stuff tool," you can add an attachment here.

Important: News Items used to disappear after 30 days, this is no longer the case. But as noted above - it will relocate the information off the course homepage, particularly if the student has "dismissed" the item.

Again, it is important to keep information that students will need all semester stored in Content even if you post it in a News Item.

