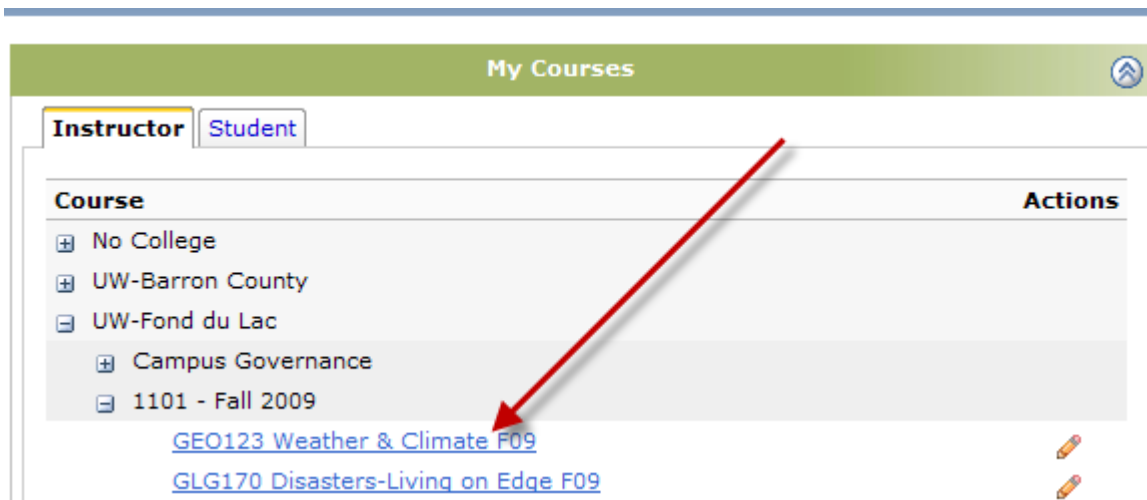


Using the News Tool

The News tool provides a simple and quick way to share important class information with students such as: course syllabus, assignment due dates, and special instructions-- all without having to use the Content area. Documents can be attached to news items, and items can be easily edited, re-organized and deleted as needed.

Creating News Items

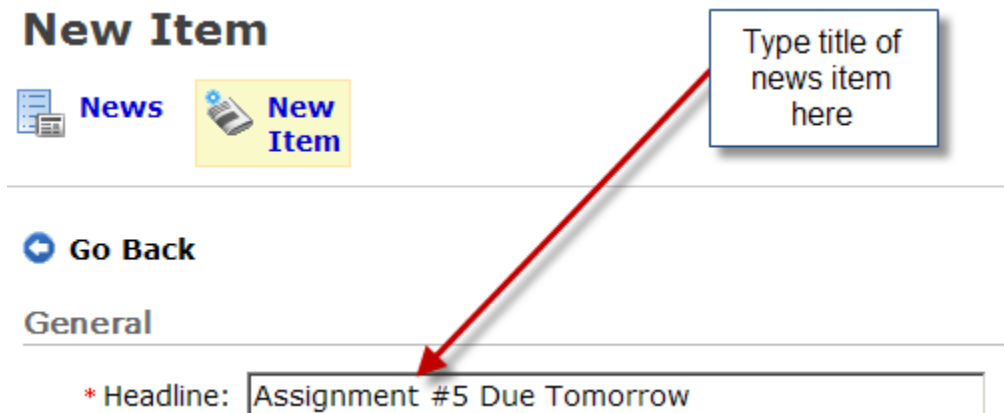
1. From your D2L home page under **My Courses**, click the course title in which you would like to add a News Item.



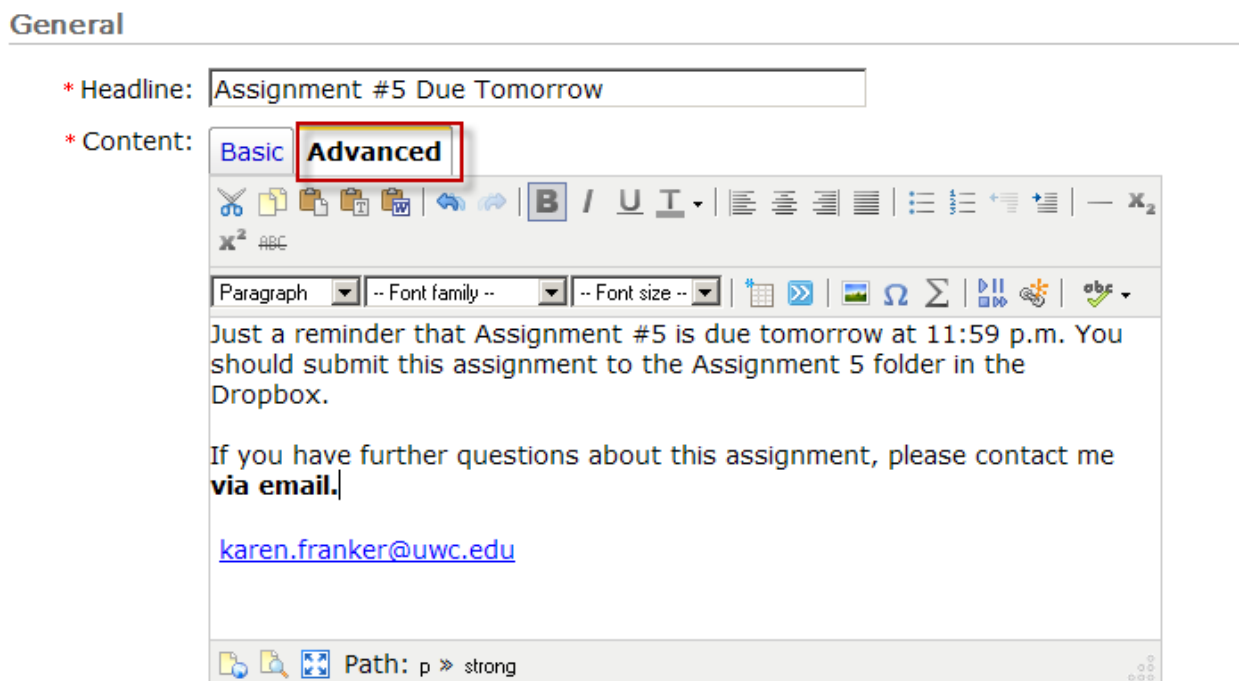
2. On the course home page, look for the News widget area in the center of the page. Click on the New News Item icon. The New Item page appears.



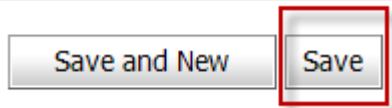
3. In the Headline box, type the desired headline for your new news item.



4. In the Content box, type in the text of your news item. If you would like to format the text, click on the Advanced tab for access to formatting tools.



5. To make a news item available immediately, click on the Save button.



If you want students to see the date the message was posted, click on the “Show Start Date Beside Headline” box.

Availability

Show Start Date: Show Start Date Beside Headline

Start Date: September 12 2009 10 18 AM

End Date: Remove News Item based on End Date

September 12 2009 12 00 AM

Assignment #5 Due Tomorrow

Posted Sep 12, 2009



Date now displayed
on News page

6. To make the message available at a later date go to the Availability section and use the pull-down menus to select the desired start date. It is not necessary to put in an end date, unless you want the message to disappear from the News area at a certain time.

Availability


Show Start Date: Show Start Date Beside Headline

Start Date: September 20 2009  2 20 PM 

End Date: Remove News Item based on End Date

September 11 2009  10 33 AM 

Messages which you've set to be seen by students at a later date have a clock icon beside their headline when viewed on your D2L page.

Assignment #5 Due Tomorrow 



7. To view your message as it will appear to the students click on the Course Home link.

[Course Home](#) | [Content](#) | [Classlist](#) | [Discussions](#) | [Dropbox](#) | [Groups](#) | [Links](#) | [Glos](#)

Instructions

- Enter the headline in the **Headline** text box

Edit Item

 **News**  **Edit Item**

Adding Attachments to News Items

You can attach files to any news item. File formats supported by D2L include: PDF, doc/docx (Microsoft Word 2003 & 2007), ppt/pptx (PowerPoint 2003/2007), xls/xlsx (Excel 2003/2007), jpg (JPEG-format photos), and gif (GIF-format photos).

1. To attach a document to a news item, stay on the Edit Item page and scroll down to the Attachments area.

Availability

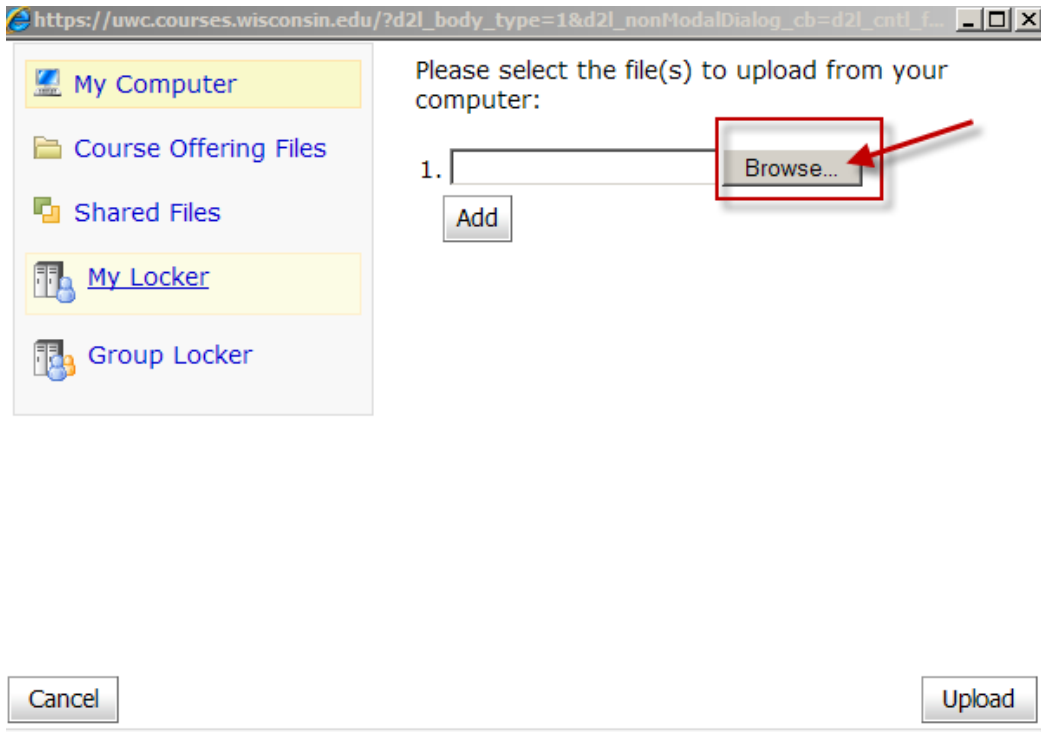
Show Start Date: Show Start Date Beside Headline

Start Date:

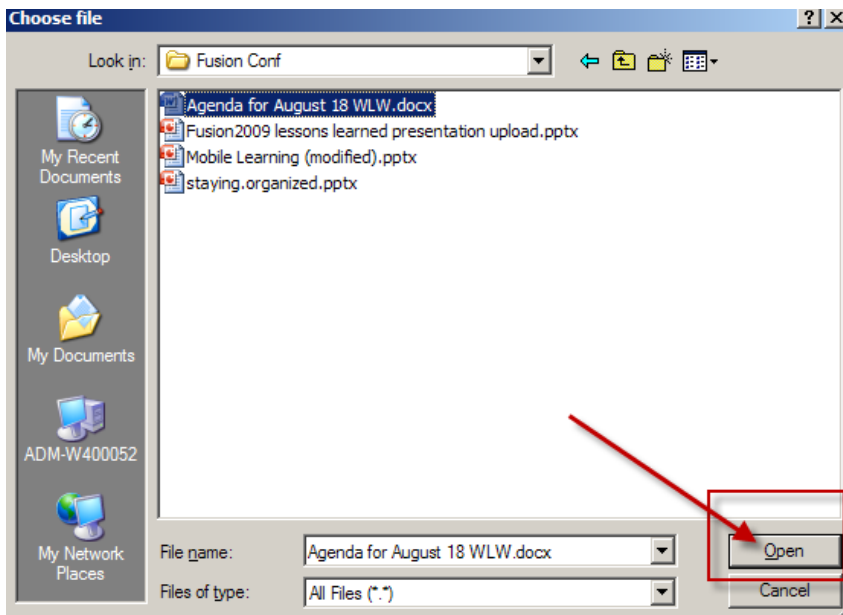
End Date: Remove News Item based on End Date

Attachments

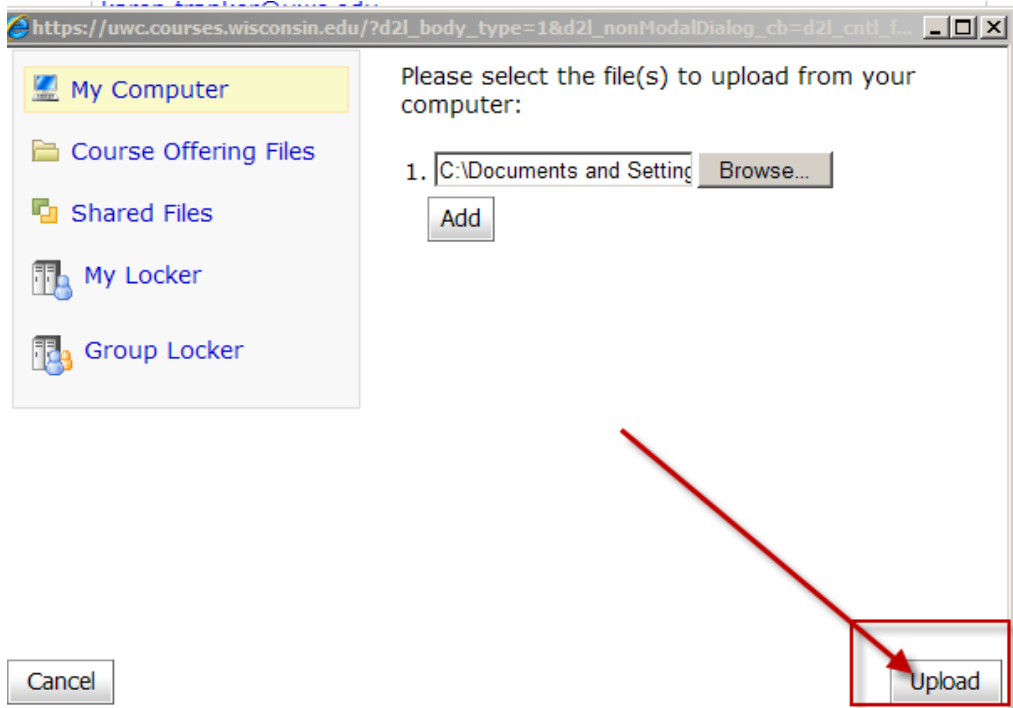
2. Click on the Add a File button.
3. In the file upload window, click on the Browse button to locate the file you want to attach.



4. Click on the name of the file that you wish to add to your news item and then click on Open.



5. Click on the **Upload** button to upload your file.






6. The file name will now appear in the Attachments area of the Edit Item page.

Attachments



7. Click the **Save** button in the lower right corner of the Edit Item page. When you go to the Course Home page you will now see a link to the attachment at the bottom of your news item.

Assignment #5 Due Tomorrow   

Posted Sep 12, 2009

Just a reminder that Assignment #5 is due tomorrow at 11:59 p.m. You should submit this assignment to the Assignment 5 folder in the Dropbox.

If you have further questions about this assignment, please contact me **via email**.

karen.franker@uwc.edu

Attachment(s):

[Agenda for August 18 WLW.docx](#) (15.06 KB)

Changing the Order of News Items

You can re-organize the order in which news items appear in the News area. By default the newest items automatically appear on top, but this can be changed as needed.


1. Click on the **Re-Order News Items** icon below the News heading. The Re-Order pane appears.



- In the **Sort Order** column, use the pull-down lists to select the number showing the place where you want a given item to appear. Selecting “1” means that the item will appear first, selecting “2” means that the item will appear second, etc. Click Save when done.

Re-Order



 Save


Grouping/News Items	Start Date	End Date	Sort Order
WLW Archived Session Now Available	Sep 20, 2009	-	1
Assignment #5 Due Tomorrow	Sep 12, 2009	-	2
Course Re-Design Deadline	Aug 20, 2009	-	3
WisLine Web Tomorrow, Aug. 18 - Noon to 1:30	Aug 17, 2009	-	4

- Remind students that if they wish to view older news items they should click on the **Show All** link at the bottom of the News area.



Editing News Items

1. To edit a particular news item click on the pencil icon to the right of the news item's headline. This opens the Edit Item window.

Assignment #5 Due Tomorrow 
Posted Sep 12, 2009




2. In the Edit Item window go to the text editing area and modify the text as needed. Click on the Save button when done. The editing changes now show up in the News area when you click on Course Home.

Edit Item

 [News](#)

 [Edit Item](#)

 [Go Back](#)

[Save and New](#)

[Save](#)

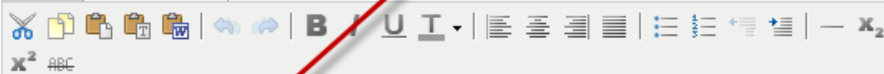
General

* **Headline:**

* **Content:**

[Basic](#)

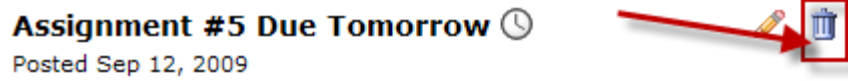
[Advanced](#)



Just a reminder that Assignment #5 is due tomorrow at 11:59 p.m. You should submit this assignment to the Assignment 5 folder in the Dropbox.

Deleting News Items

1. To delete a news item, click on the trash can icon next to its headline.



2. When the "Are you sure you wish to delete the News Item" message appears, click on OK. The news item is now gone from the News area.

