

News 8.3.0 to 8.4.1

User Guide
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What News does




The News tool is an extremely powerful way to communicate updates, changes and new information to your users quickly and effectively. The News tool is typically located in the middle of the course home page. Since this is the first page that the user will see when they enter the course, the News tool is a great way to display pertinent information for your course.

The News tool can also be updated regularly with:

- Interesting pictures, quotes, news stories, etc.
- URLs submitted by users which may be of general interest
- Online agendas outlining online weekly activities
- QuickLinks to various updated areas of course site (new content, survey, quizzes)

Because News is typically the first thing that a user sees upon logging into the course, it is recommended that News be updated regularly to keep your users engaged in your course.

Creating a news posting

- 1 On your course home page, click the **Add** button at the top of the **News** widget. The New Item page displays.
- 2 Type the posting headline in the **Headline** field.
- 3 Type your posting text in the **Content** field. You can also use the  **Spell Check** and  **Preview** icons to check it.
- 4 Select the posting availability date using the **Start Date** and **End Date** drop-down lists or by clicking the  **Select Date** icon beside the drop-down lists.
- 5 By default, the date does not appear beside the headline. If you want the date to appear by the headline, select the **Show Start Date** checkbox.
- 6 If you want to specify a removal date for your news posting, select the **Remove News Item based on End Date** checkbox and specify an end date. You and site administration can still see the posting after this date, but it will be invisible to users.
- 7 You can add attachments to your news posting, such as pictures or other files. To add an attachment, click the **Browse** button in the **Attachments** section, locate your file and click **Open**. To add more attachments, click the **Add** button and repeat this step. For more details, refer to *Adding and deleting attachments to a news posting*, p. 3.
- 8 Click **Save**.


Your news posting appears on your course home page on the date that you selected. If you selected **Show Start Date**, the date of the posting appears beside the headline.

Adding a news posting for a future date

If you set a posting's start date to a date in the future, the posting will not be visible to users until that date. When the specified date (and time) arrive, users can then see the news posting. For example, if you wanted a news posting to appear first thing Monday morning, you could create it on Friday afternoon and specify a start date of Monday at 9:00 am.

Depending on your permissions, you and site administration can usually see post-dated news. Post-dated news is indicated by the word "Future" beside the item's headline.

Editing a news posting

- 1 On your course home page, click the  **Edit** icon beside your news posting headline. The Edit Item page displays.
- 2 Make your required changes.
- 3 Click **Save**.

Adding and deleting release conditions

Release conditions allow you to associate a news item with other items in the learning environment. For example, you could require that users complete an assignment before they see a news item.

In the **Release Conditions** section, click either **Attach Existing** or **Create and Attach**.

See *Release Conditions User Guide*, for more information.


Adding and deleting attachments to a news posting

You can add attachments to a News posting while you are creating or editing it.


► To add an attachment

- 1 In the **Attachments** section of the New Item or Edit Item page, click the **Add a File** button.
- 2 Locate and attach the file.
- 3 Click **Save**.

► To delete an attachment from a news item

Click the  **Delete** icon next to the attachment that you want to delete.



Changing the order of news postings

- 1 On the main news page, click  **Re-Order** on the top tool menu.
- 2 Select the new position for a news item using the **Sort Order** drop-down list beside its name. The positions of other folders or categories adjust accordingly.

Note Items display in ascending order.

- 3 Click **Save**.

Deleting a news posting

- 1 On your course home page, click the **Search** button in the **News** widget.
- 2 Click the  **Delete Selected News Item** icon beside the news item that you want to remove. To delete multiple items, select the items that you want to delete using the checkboxes at the left and then click the  **Delete Selected News Items** icon at the top of the list.
- 3 Click **OK** in the confirmation message.

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