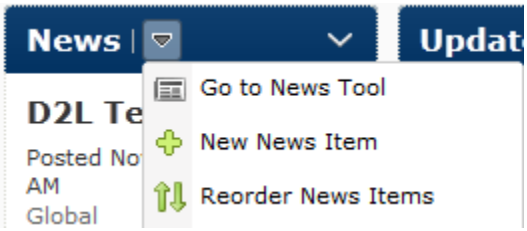
Working with News

The News tool allows faculty members to communicate updates, changes and new information to students quickly and efficiently. The News Tool is located in the middle of the Course Home page. News item dates can be specified allowing instructors to make them available at appropriate times within the course.

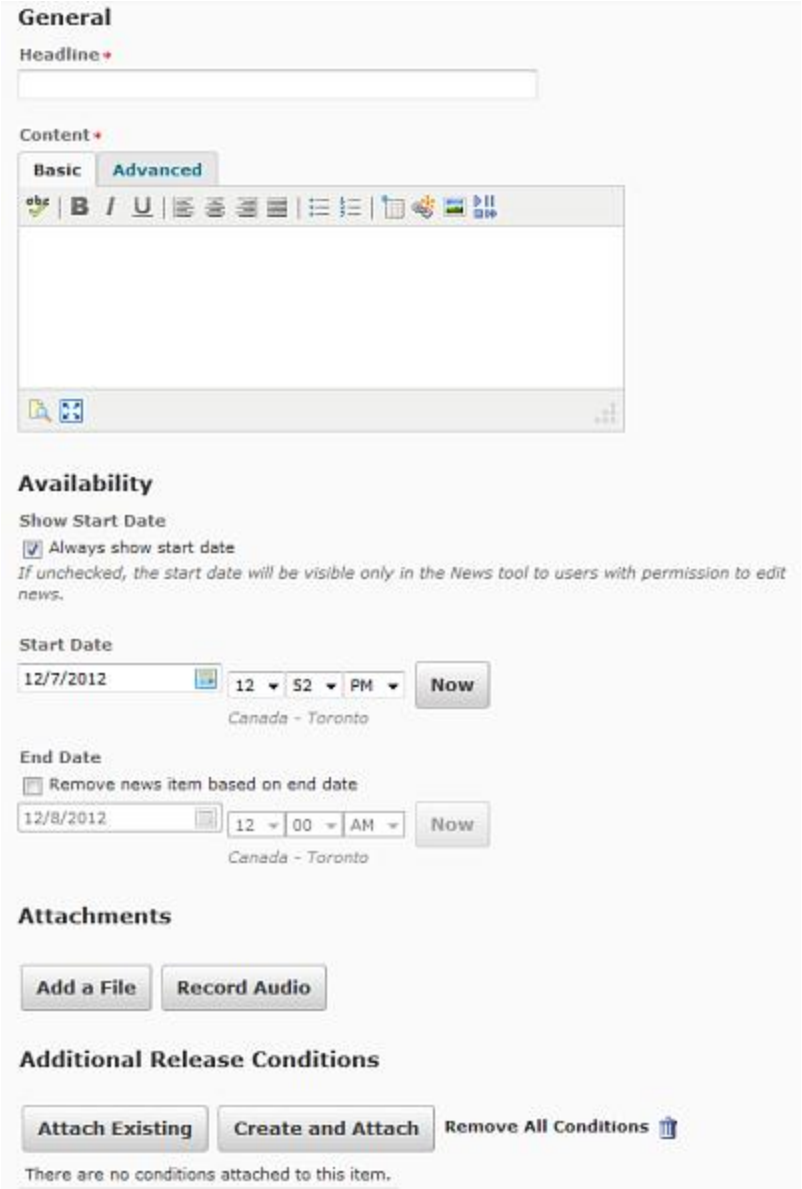
Creating News Items

From the My Home page in the click on the appropriate course link.

1. In the News widget, click on the drop-down menu and select the **New News Item** button.



The New Item page appears.



2. Type the posting title in the **Headline** field.
3. Type the body text for the post in the **Content** box. Use the Basic and Advanced tabs to format text.
4. To set a start or end date for the News item:
    1. In the Availability section from the Start Date pull-down lists indicate the desired start date or choose a date by clicking on the **Select Date** icon. From the timing pull-down lists select the desired time of day.
    2. Select **Remove News Item based on End Date** and choose a date by clicking on the **Select Date** icon. From the timing pull-down lists select the desired time of day.
5. To add an attachment:
    1. Click on the **Add a File** button. The Submit a File dialog box appears.

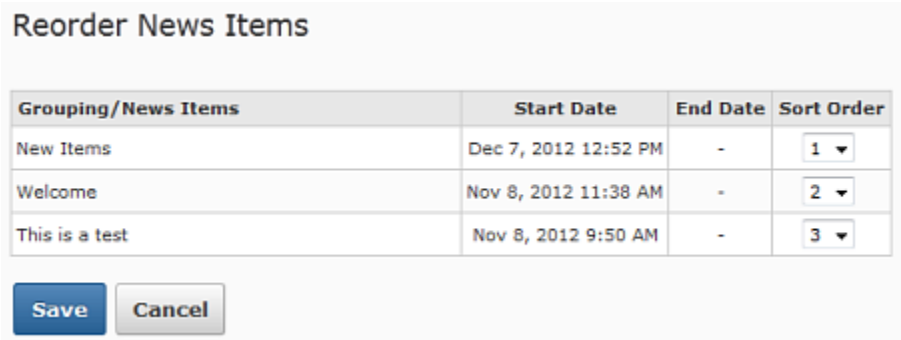
2. Click on the **Browse** button. The Choose file dialog box appears. Or choose the file from the list on the left including **Course Offering Files** and the Locker.
3. Select the file you wish to attach and click on the **Open** button. The file appears in the first text box.
4. To add another attachment, click **Add**
5. To remove an attachment next to the desired file click **Remove File**
6. When finished, click on the **Upload** button.

6. To post the News item, click on the **Publish** button to publish the item immediately or the **Save as Draft** button if you want to publish the item later.

Reorder News Items

By default all News items are displayed with new items presented first. However, you can specify how many News items to display at any given time or when News items should no longer display based on age.

1. From the My Home page click the course in which you would like to modify a News item. The Course Home page appears.
2. From the Course Home page in the News widget click on the **Reorder News Items** button. The Reorder pane appears.



3. In the Sort Order column use the pull-down list to select the order in which you want the News items displayed.
4. Click on the **Save** button.

Modifying News Items

Once posted News items can be modified.

1. From the My Home page click on the course link in which you would like to modify a News item. The Course Home page appears.
2. In the News widget for the item you want to modify click on the **Edit** button in the drop-down menu beside the item name. The Edit Item page appears.

3. Make the desired changes.
4. Click on the **Update** button.

Deleting News Items

To remove a News item follow these instructions:

1. From the My Home page click on the course in which you would like to delete a News item. The Course Home page appears.
2. Click on the **Delete** button in the drop-down menu beside the item name. A confirmation dialog box appears.
3. Click on the **Yes** button. The News item is deleted.