News

News items are a convenient way to inform students about upcoming events, due dates, and other course updates. They appear in the News widget on the Course Home page. Students are also notified in the alerts button.

NOTE: If you do not enter any news items, the students see a “There is no news to display” message when they enter the course, which sometimes results in confusion.

Create News Item

1. Access your course home page.
2. Click the News drop-down arrow and select New News Item.

   NOTE: We do not recommend using the Reorder News Items option. By default, the newest news items appear on the top of the list.

3. Enter a title in the Headline text box.
4. Enter text and/or images in the Content text box; use the toolbar buttons above the textbox to format your news items.
5. RECOMMENDED: Uncheck the Always show start date checkbox.
6. Select a future Start Date, if preferred.
7. RECOMMENDED: Select the Remove news item based on end date checkbox and select an End Date, even if it is the end of the term date. This prevents “old” news items displaying when you copy a course.
8. Click the Publish button.
   NOTE: Use the Save as Draft button, if necessary. Draft news items do not display on the home page.

Edit News Item

1. Access your course home page.
2. Click the drop-down arrow next to the name of the item you wish to edit and select Edit.
   NOTE: Click the News drop-down arrow and select Go to News Tool to find draft items.
3. Make changes and click the Update button.

Delete News Item

1. Access your course home page.
2. Click the drop-down arrow next to the name of the item you wish to edit, select Delete, and click Yes.
   NOTE: Click the News drop-down arrow and select Go to News Tool to find draft items.