



## Creating a News Item – D2L Tutorial

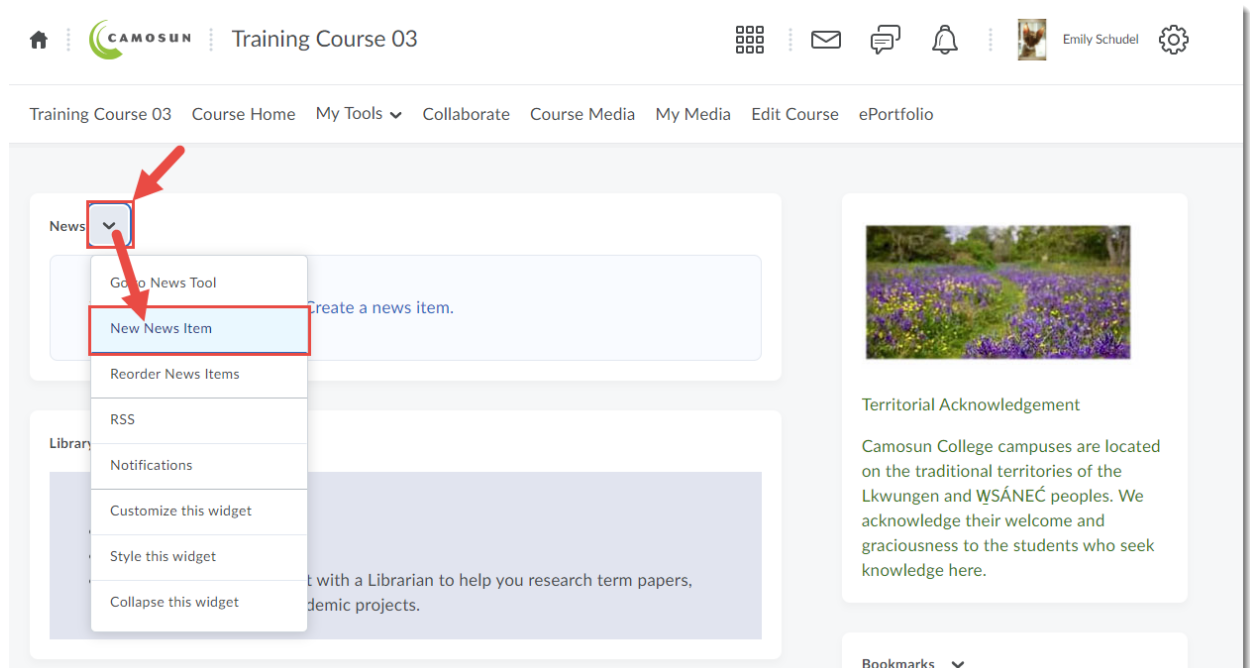
This tutorial is designed for faculty who have previous experience using the News tool or the HTML editor in D2L. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Scenario

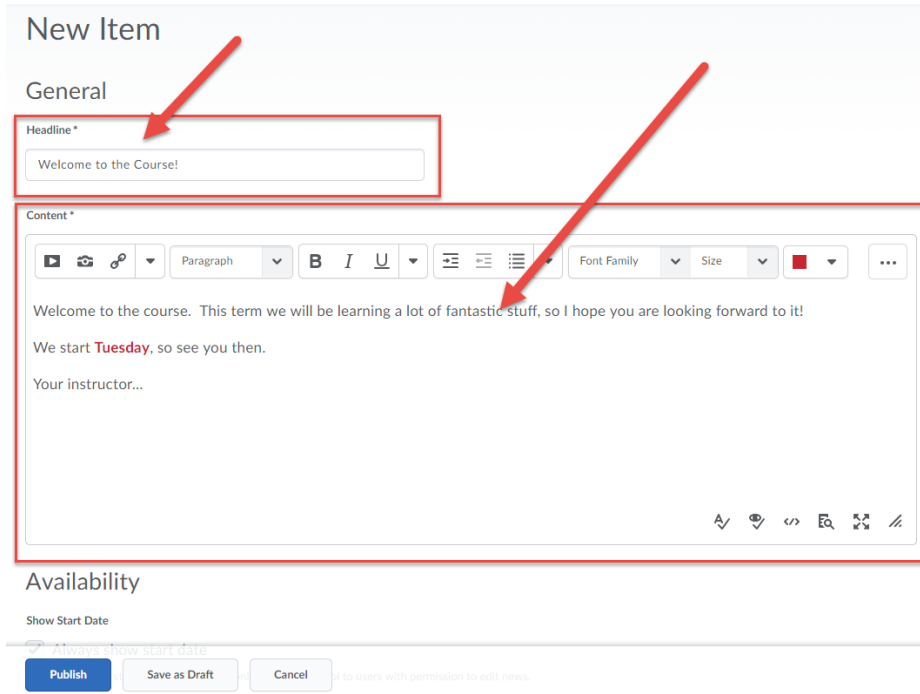
This tutorial will cover the steps involved when you wish to create a News Item in the News Tool in D2L.

### Steps

1. Go to your course homepage.
2. Click on the **News** widget drop-down menu (down arrow) and select **New News Item**.

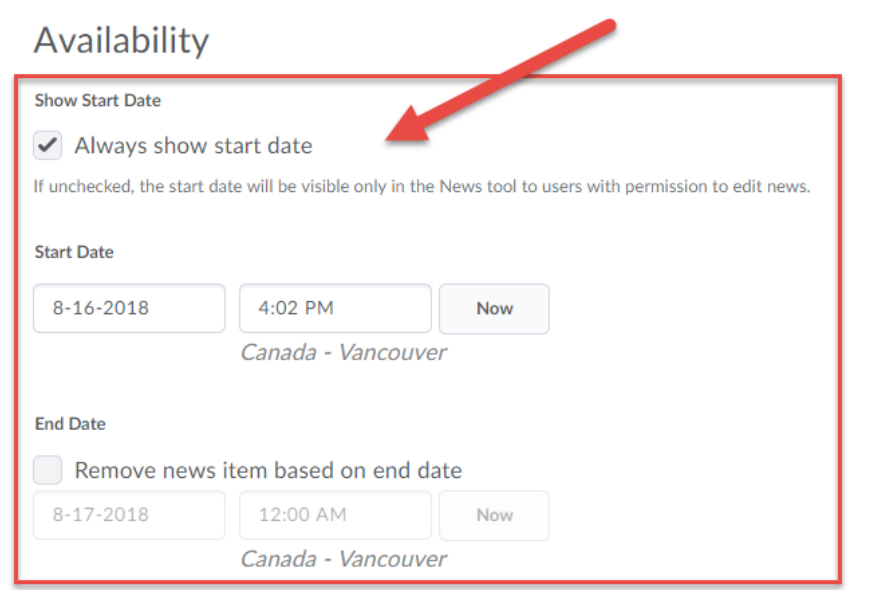


3. Add a **Headline** for your News Item, then add content to the **Content** box. Use the formatting features as required (these include the **Insert Stuff**, **Insert Image**, and **Insert Quicklink** buttons on the left – see related **Content** tutorials *Embedding a Video into a Content Page*, *Inserting an Image into a Content Page*, and *Insert a Quicklink into the HTML Editor* for further information). You can also copy and paste content from a WORD document into the Content box.



The screenshot shows the 'New Item' form. The 'General' tab is selected. The 'Headline' field is highlighted with a red box and a red arrow. The 'Content' field is also highlighted with a red box and a red arrow. The 'Content' field contains the following text: 'Welcome to the course. This term we will be learning a lot of fantastic stuff, so I hope you are looking forward to it! We start **Tuesday**, so see you then. Your instructor...'. The 'Availability' section is visible below the 'Content' field.

4. Scroll down, and set the **Availability** for your News Item if needed (for example, the **Start Date** opens the News Item to students).

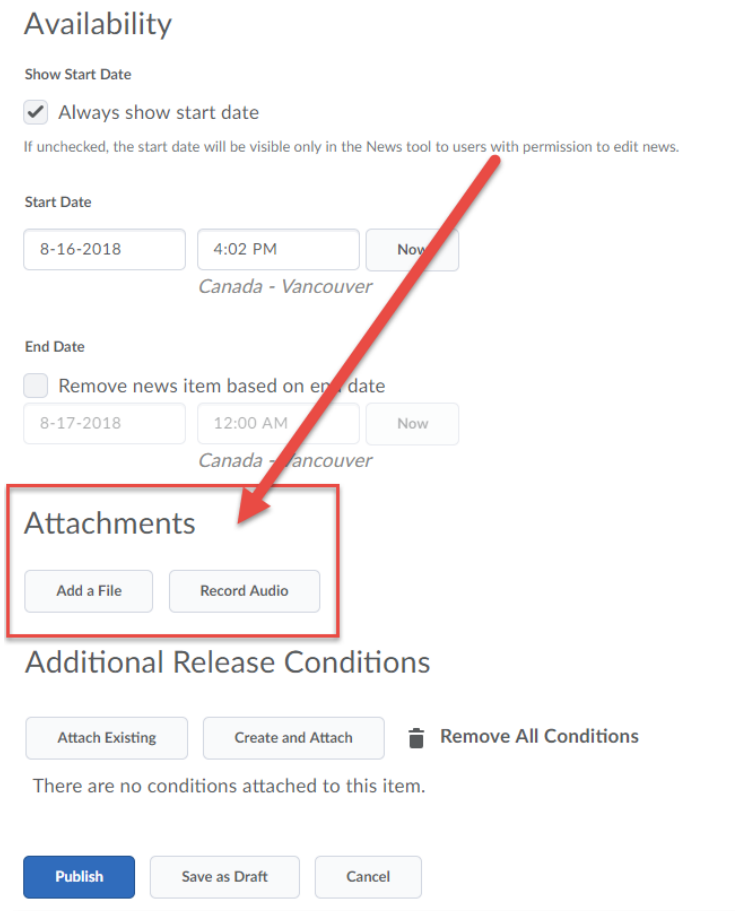


The screenshot shows the 'Availability' section of the 'New Item' form. The 'Show Start Date' section is highlighted with a red box and a red arrow. The 'Always show start date' checkbox is checked. Below this, the 'Start Date' section is visible, showing the date '8-16-2018', time '4:02 PM', and location 'Canada - Vancouver'. The 'End Date' section is also visible, showing the date '8-17-2018', time '12:00 AM', and location 'Canada - Vancouver'.



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5. Scroll down a bit more to add **Attachments** (click **Add a File** to upload a file from your computer as an attachment) if needed (for example, if you have a WORD document you want students to download and print for class).



**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

8-16-2018 4:02 PM Now

Canada - Vancouver

End Date

☐ Remove news item based on end date

8-17-2018 12:00 AM Now

Canada - Vancouver

**Attachments**

Add a File Record Audio

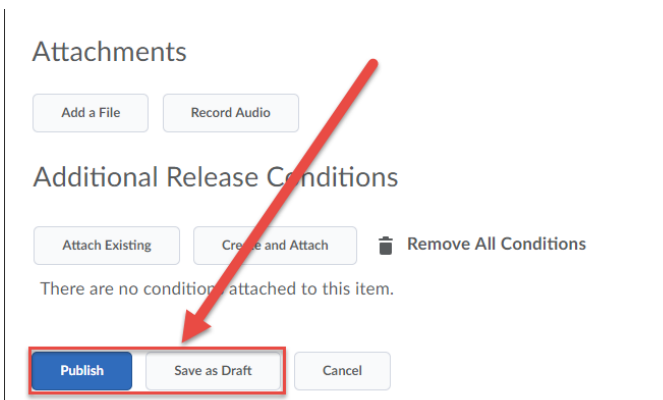
**Additional Release Conditions**

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Publish Save as Draft Cancel

6. When you have finished setting up your News Item, click **Publish** to release your News Item, or **Save as Draft** if you wish to keep it hidden until you are finished working on it.



**Attachments**

Add a File Record Audio

**Additional Release Conditions**

Attach Existing Create and Attach Remove All Conditions

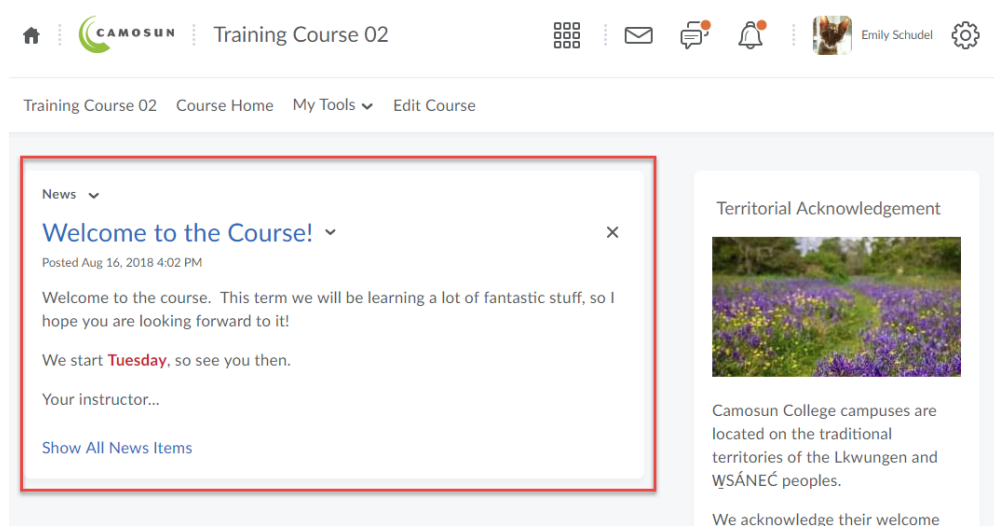
There are no conditions attached to this item.

Publish Save as Draft Cancel



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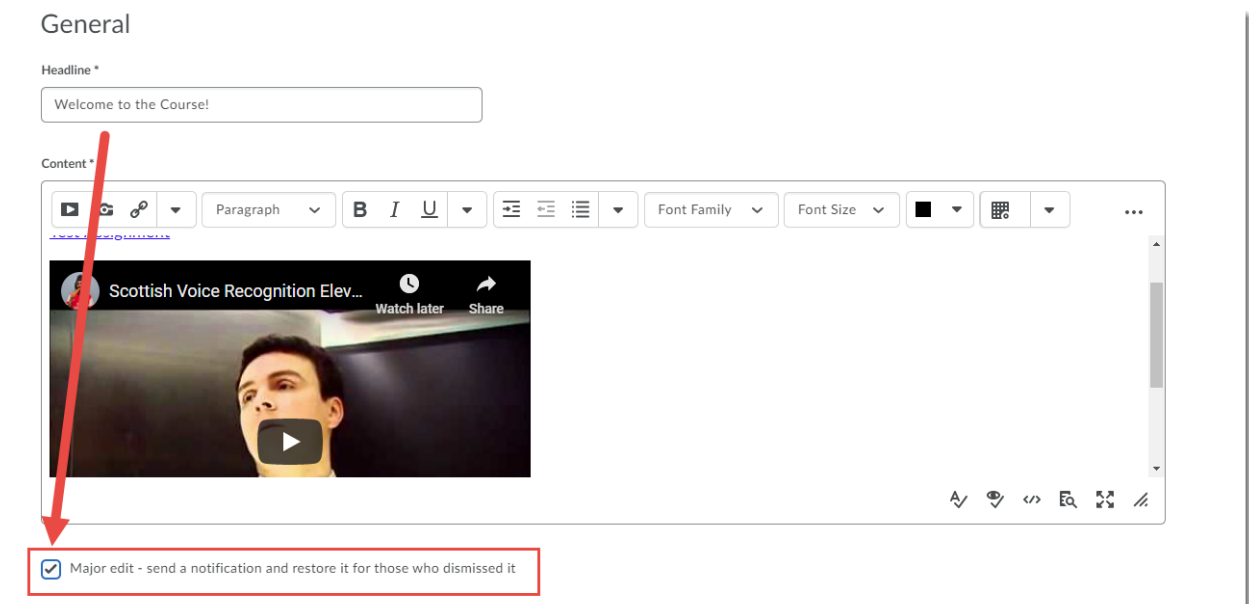
7. When you return to **Course Home**, you will see that your News Item will now appear (if Published) at the top of the **News** widget on your course homepage (unless you have set a Start Date).



## Things to Remember

Every new News Item you create will appear at the *top* of the News widget feed. If you want to reorder your News Items, select **Reorder News Items** from the News drop-down menu.

Also remember that students can dismiss News Items from their view of the News widget by clicking on the **X** next to it. If you want to make sure that students see your News Item again (if you are worried they have dismissed it and will not go to the News Tool itself to see it), you need to select **Edit** from the News Item's drop-down menu, and under the **Content** box, select **Major edit – send a notification and restore it for those who dismissed it** before saving your changes.



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