# Editing a News Item – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the News tool in D2L. For further information, please contact elearning@camosun.ca for assistance.
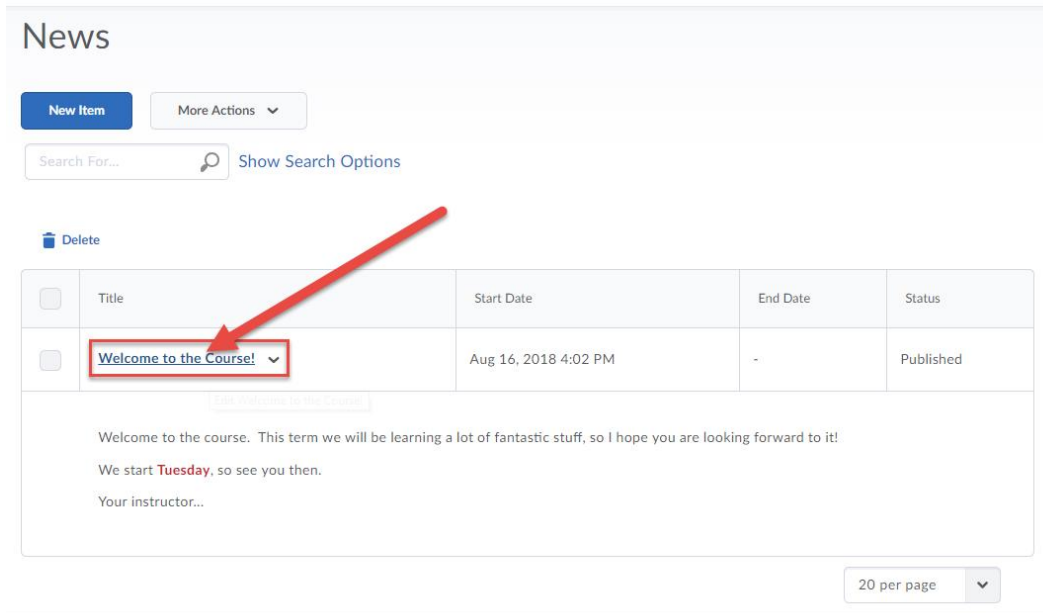
Scenario

This tutorial will cover the steps involved when you wish to edit an existing News Item in the **News** Tool.

Steps

1. Go to your course homepage.
2. Click on the **News** widget drop-down menu (down arrow) and select **Go to News Tool**.
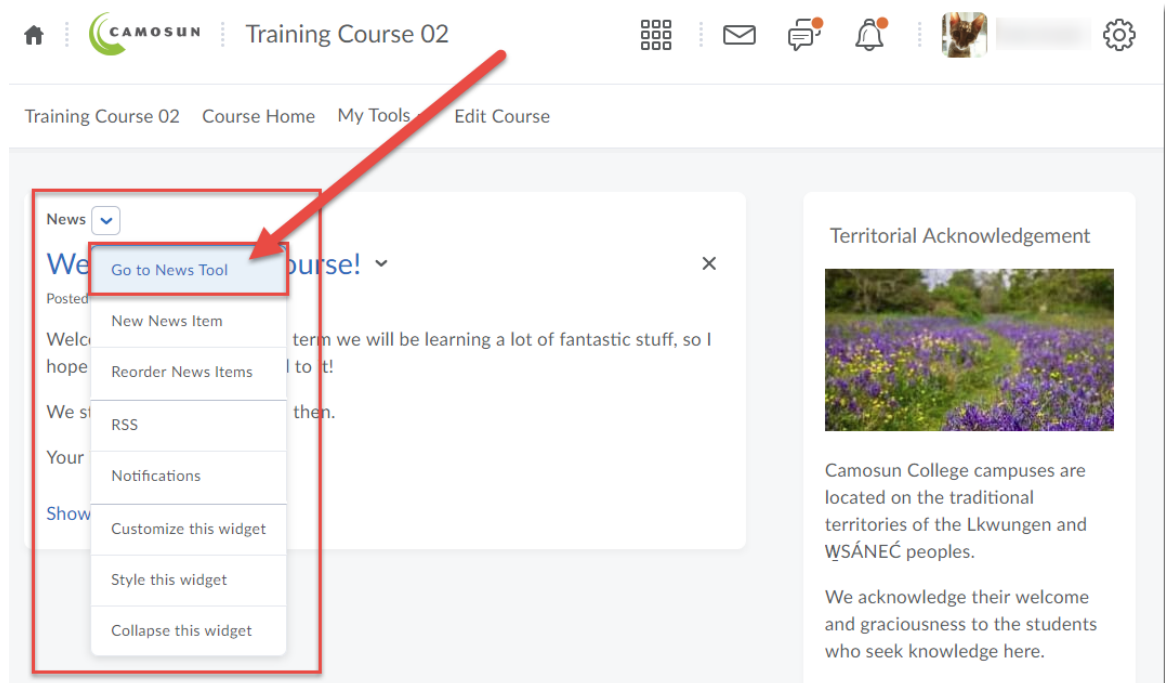
3. Click on the title of the News Item you wish to edit (or click on its drop-down menu and select **Edit**).

4. Make your changes on the Edit Item page. Make sure to then select **Major edit – send notification and restore it for those who dismissed it** (under the Content box). Click **Update** to save your changes and return to the News Tool
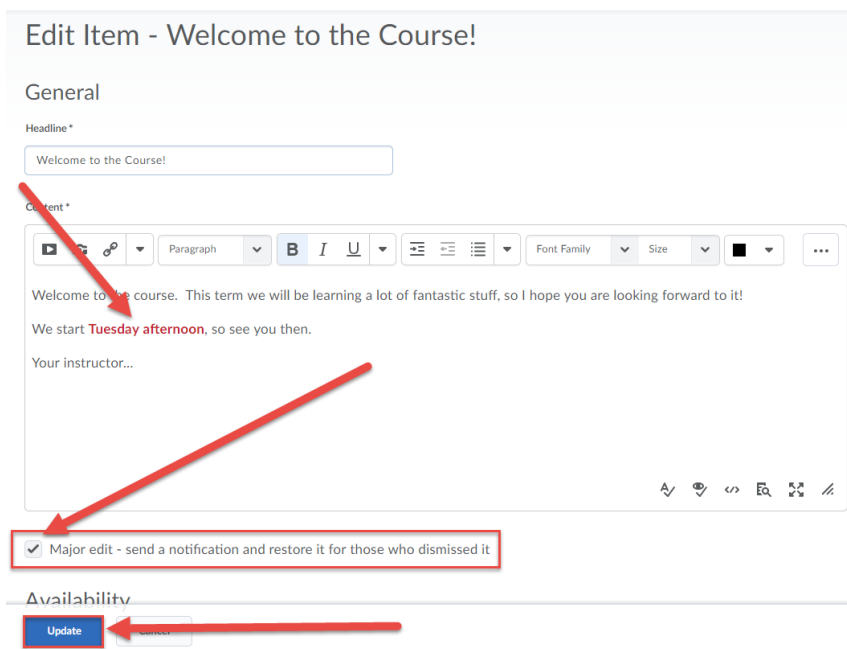
Things to Remember

You can use the **Edit** news item function when you may not have changes to make, but want to restore a news item into the News widget for students who may have dismissed it from the widget.