# 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 or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

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**.
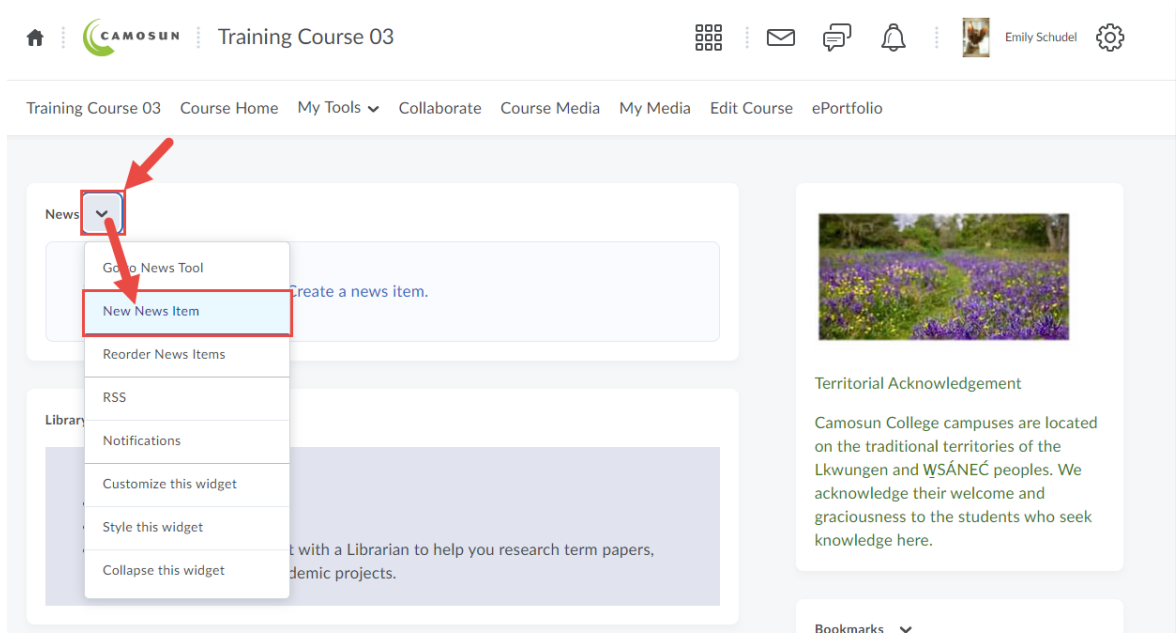
3. Add a **Headline** for your News Item, then add content to the **Content** box. Use the formatting features as required (these include the **Insert Stuff**, **Insert Image**, and **Insert Quicklink** buttons on the left – see related **Content** tutorials *Embedding a Video into a Content Page*, *Inserting 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.

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

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).

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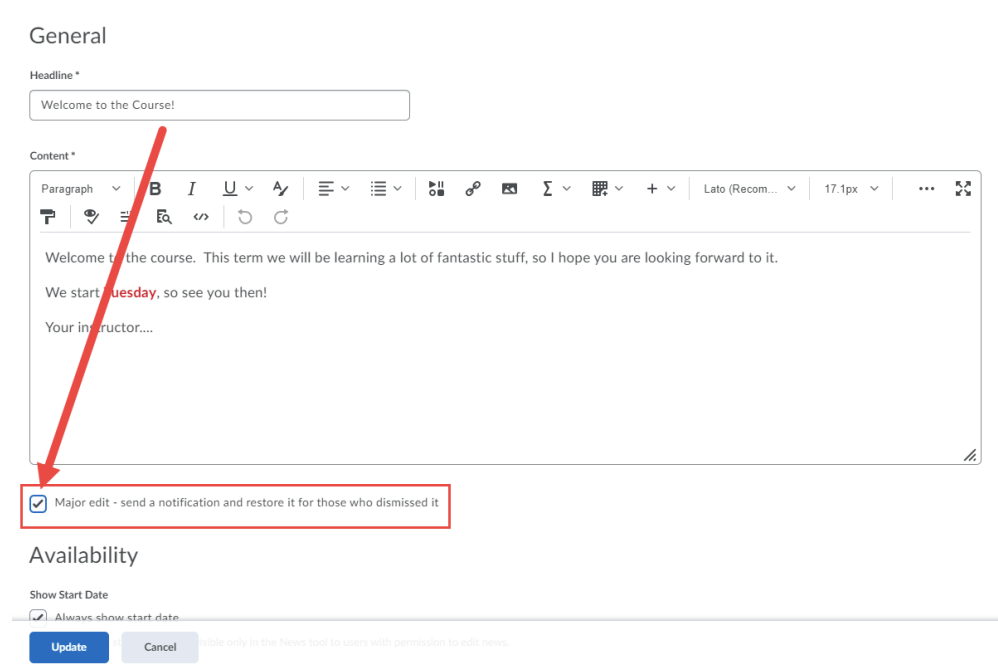
7. When you return to **Course Home**, you will see that your News Item will now appear (if Published) at the top of the **News** widget on your course homepage (unless you have set a Start Date).
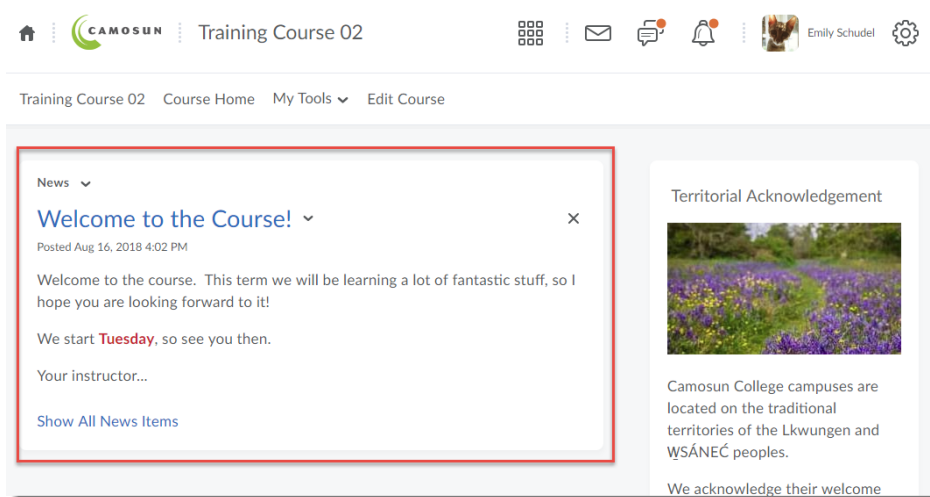
Things to Remember

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.