



Editing a News Item – D2L Tutorial

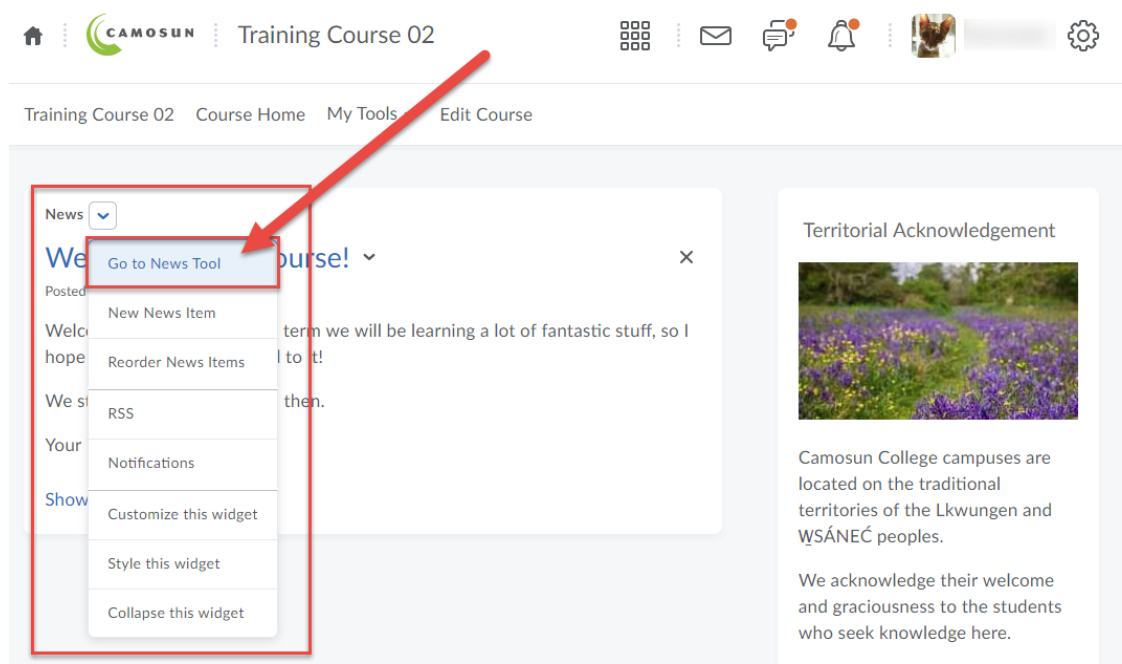
This tutorial is designed for faculty who have previous experience using the News tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

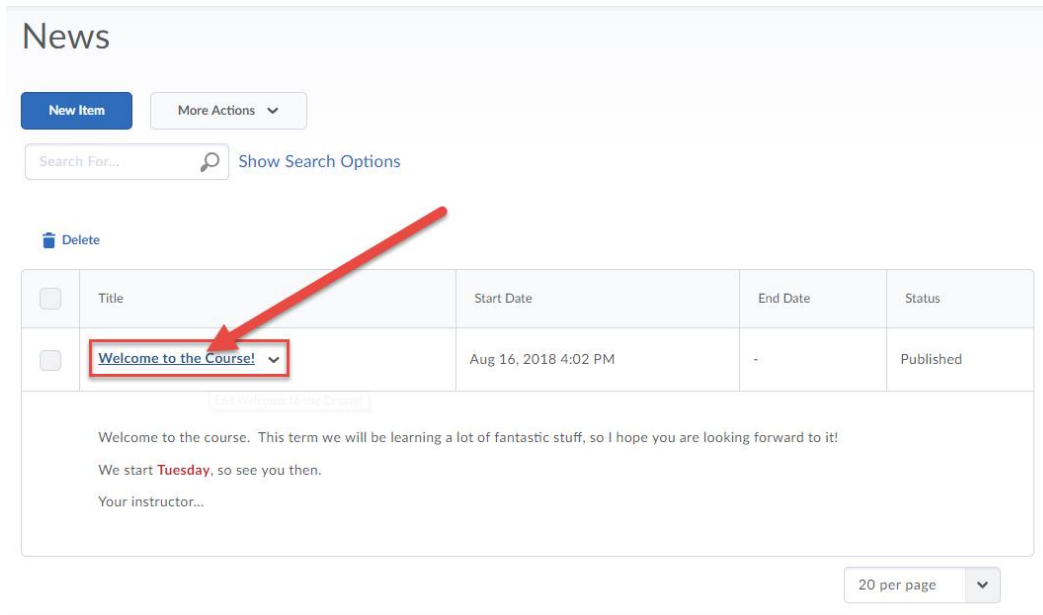
This tutorial will cover the steps involved when you wish to edit an existing News Item in the **News Tool**.

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**).




News

New Item More Actions

Search For... Show Search Options

Delete

	Title	Start Date	End Date	Status
<input type="checkbox"/>	Welcome to the Course! 	Aug 16, 2018 4:02 PM	-	Published

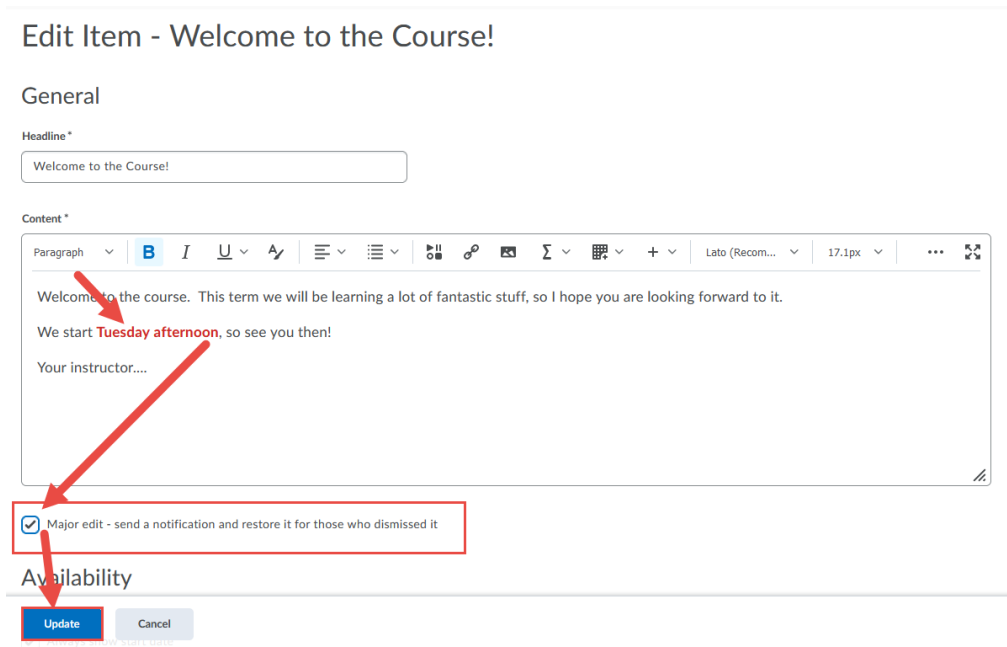
Welcome to the course. This term we will be learning a lot of fantastic stuff, so I hope you are looking forward to it!

We start **Tuesday**, so see you then.

Your instructor...

20 per page

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








Edit Item - Welcome to the Course!

General

Headline *

Welcome to the Course!

Content *

Paragraph B I U A      + Lato (Recom... 17.1px

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 afternoon**, so see you then!

Your instructor...

Major edit - send a notification and restore it for those who dismissed it

Availability

Update Cancel

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.



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