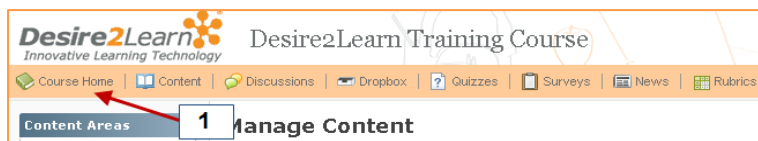


This step-by-step guide will demonstrate how to use the **News** tool in Desire2Learn (D2L).

## How to Use News

### Create a News Item

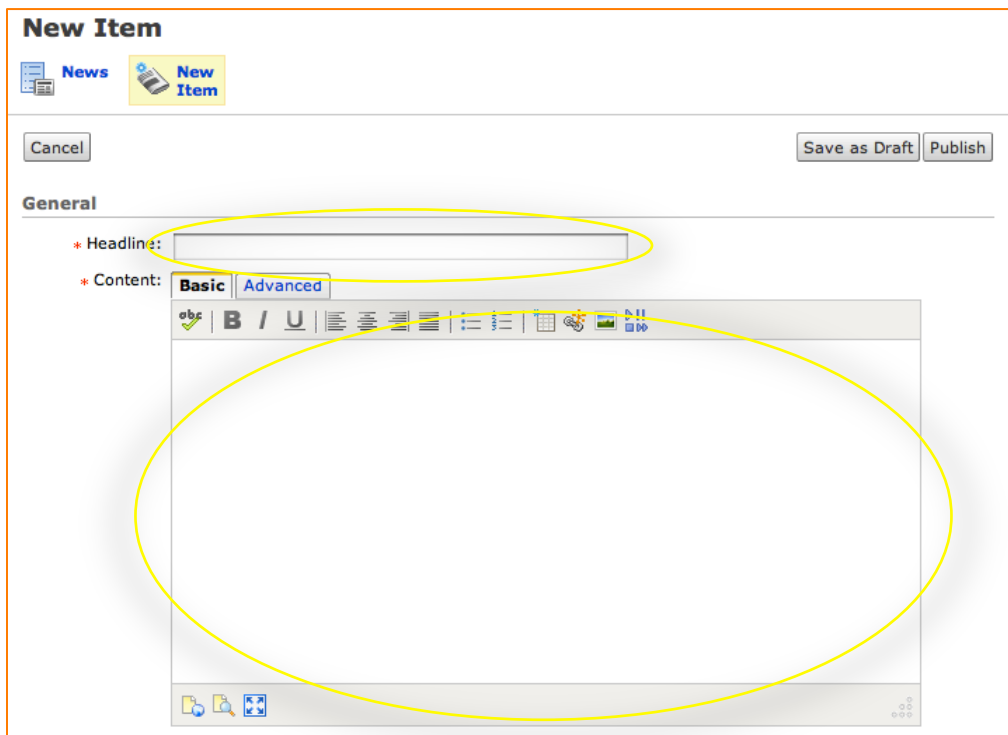
1. Select **Course Home**.



2. Select the **New News Item**  icon.



3. Enter a **Headline**.
4. Enter **Content** using the **HTML Editor**.



*Note:* Refer to the *D2L HTML Editor User Guide* for detailed information regarding the **HTML Editor**.

5. *Optional:* Select a **Start Date and Time**.
  - a. *Optional:* Select **Show Start Date Beside Headline**.
6. *Optional:* Select **Remove news Item based on end date**.
  - a. Select an **End Date and Time**.

**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: 12/19/2011 9 46 AM Now  
*United States - New York*

End Date:  Remove news item based on end date  
12/20/2011 12 00 AM Now  
*United States - New York*

7. *Optional:* Select **Add a File**.

**Attachments**

Add a File Record Audio

- a. Select a file from one of the following locations:
  - i. **My Computer**.
  - ii. **Course Offering Files**.
  - iii. **My Locker**.
  - iv. **Group Locker**.
- b. Select **Upload**.

Submit a File - MAIN COURSE - Quality Matters in Online Course Design (Cohort 8) - Springboard! - The University of Akron

Select the file(s) to upload from your computer:

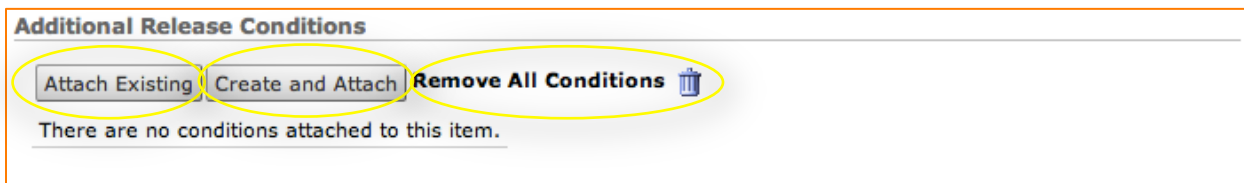
1. Choose File no file selected

My Computer  
Course Offering Files  
My Locker  
Group Locker

Cancel Upload

Upload files from your computer.

- 8. **Optional: Attach Existing or Create and Attach additional release conditions, or Remove All Conditions.**



- 9. Select **Save as Draft** or **Publish**.



### Reorder News Items

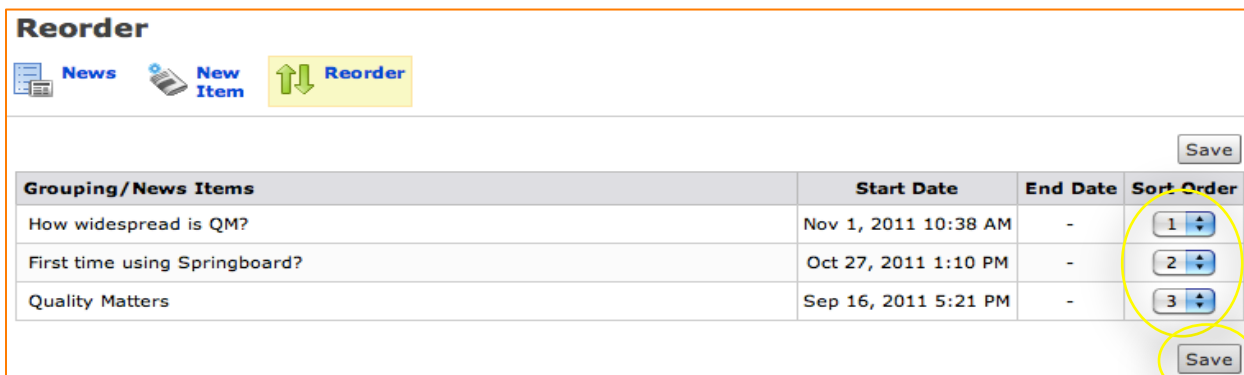
- 9. Select **Course Home**.



- 10. Select the **Reorder News Items**  icon.



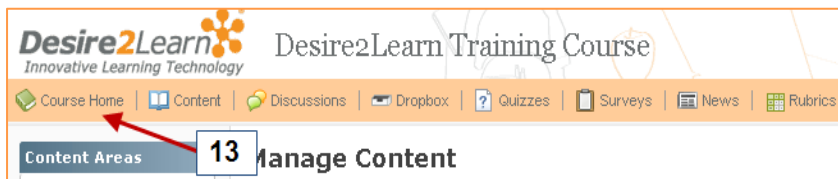
- 11. Select the new order using the **Sort Order** dropdown menus.



12. Select **Save**.

### Delete a News Item

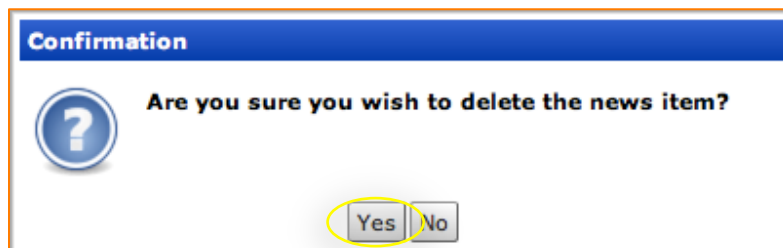
13. Select **Course Home**.




14. Select the **Delete**  icon in the upper right corner of the item to be deleted.

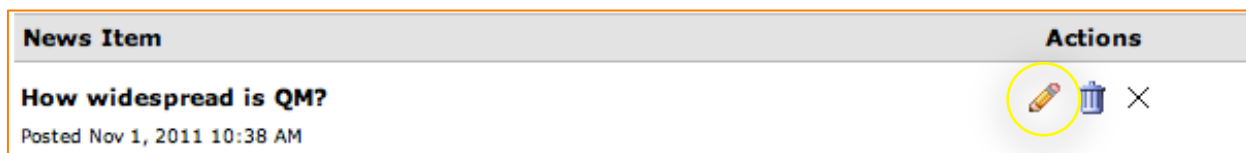


15. Select **Yes** to confirm.



### Delete multiple News items at one time

16. Select Edit icon  on an existing News Item.

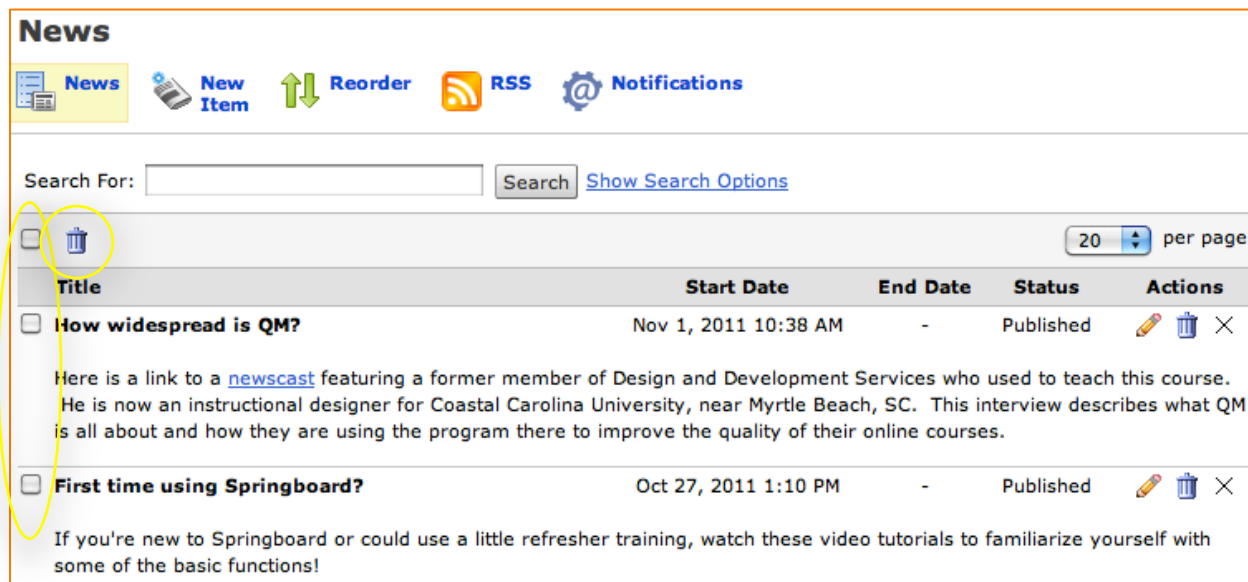


17. Select the News icon .



18. Mark the News Items you would like to delete.

19. Select the Delete icon.

A screenshot of the "News" management interface. At the top, there are navigation buttons: "News", "New Item", "Reorder", "RSS", and "Notifications". Below these is a search bar with the text "Search For:" and a "Search" button, along with a link to "Show Search Options". A table lists news items with columns for "Title", "Start Date", "End Date", "Status", and "Actions". The first item is "How widespread is QM?" with a start date of "Nov 1, 2011 10:38 AM" and status "Published". The second item is "First time using Springboard?" with a start date of "Oct 27, 2011 1:10 PM" and status "Published". Each item has a checkbox in the "Actions" column. A yellow oval highlights the checkboxes and delete icons for the first two items.

20. Select **Yes** to confirm.

