



## Course News

The course news section is available on the course homepage of every shell. The primary use of this tool is to post course related announcements for students. Since this is located on the first page when students log in to the course, announcements draw attention and have a high impact. Creating a news item is very simple. You can customize the news item to appear and disappear on set dates and times, add attachments, or even add release conditions.

## Contents

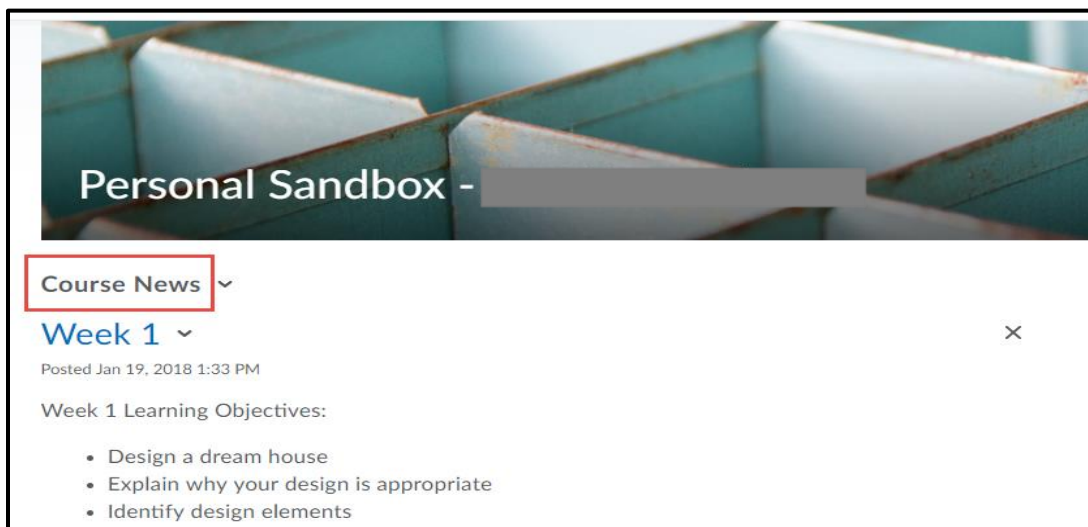
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## Tutorial Videos

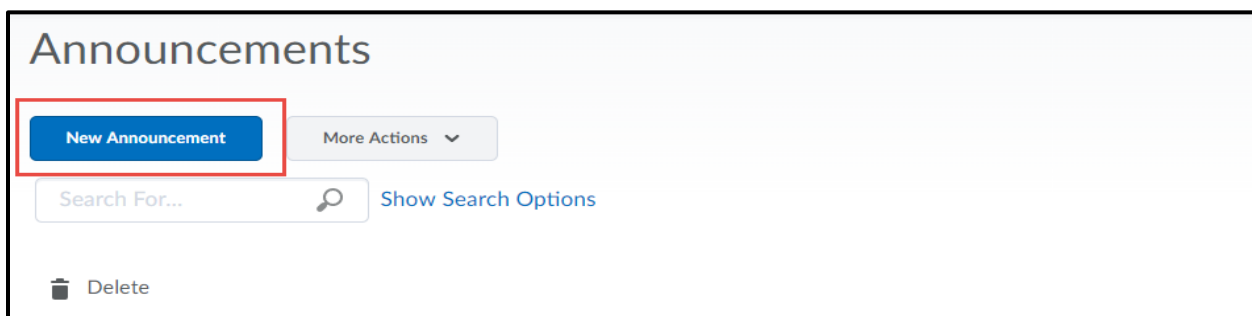
- [Course News - Create an Announcement](#)
- [Course News – Make Regular Announcements](#)
- [Delete and Restore Announcements](#)

## Create an Announcement

1. From the course homepage, click on **Course News**.



2. On the Announcements page, click **New Announcement**.



3. Enter a **Headline** and **Content** for your new announcement.

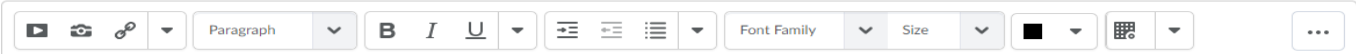
**New Announcement**

**General**


Headline \*

Welcome to Class!

Content \*



Hello and welcome to the class! I'm so happy you are here.]



4. If you want to hide your headline's date and time, clear the **Always show start date** check box. By default, the start date and time appears below the headline when displayed in the Course News section.

**Availability**

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

1/19/2018 1:51 PM Now  
*United States - Denver*

End Date

Remove announcement based on end date

1/20/2018 12:00 AM Now  
*United States - Denver*

5. In the **Start Date** and **End Date** fields, select the posting availability date. Announcement items publish immediately, unless you specify an alternate start date.

### Availability

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

1/19/2018	1:51 PM	Now
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*United States - Denver*

End Date

Remove announcement based on end date

1/20/2018	12:00 AM	Now
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*United States - Denver*

6. You can remove an announcement item on a specific date by selecting the **Remove Announcement based on end date** check box. The instructor can still see the announcement item after its end date, but it does not appear in the Course News section.

### Availability

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

1/19/2018	1:51 PM	Now
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*United States - Denver*

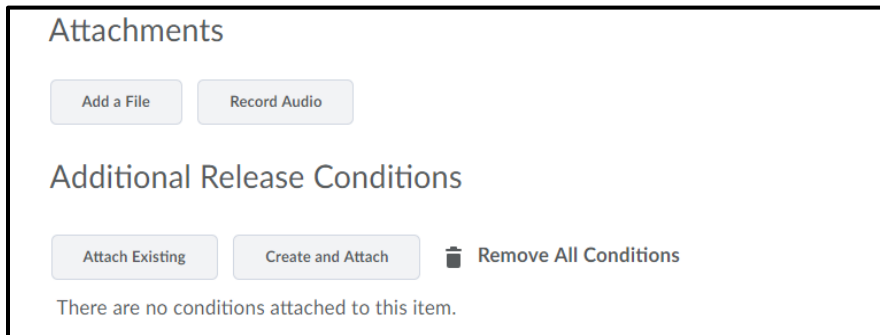
End Date

<input checked="" type="checkbox"/> Remove announcement based on end date		
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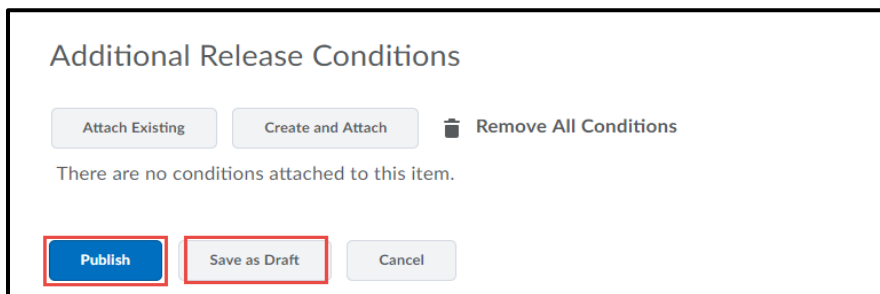
1/20/2018	12:00 AM	Now
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*United States - Denver*

- In the **Attachments** section, add attachments, audio recordings, and video recordings as part of your announcement item. To include additional release conditions, click **Attach Existing** or **Create and Attach**.



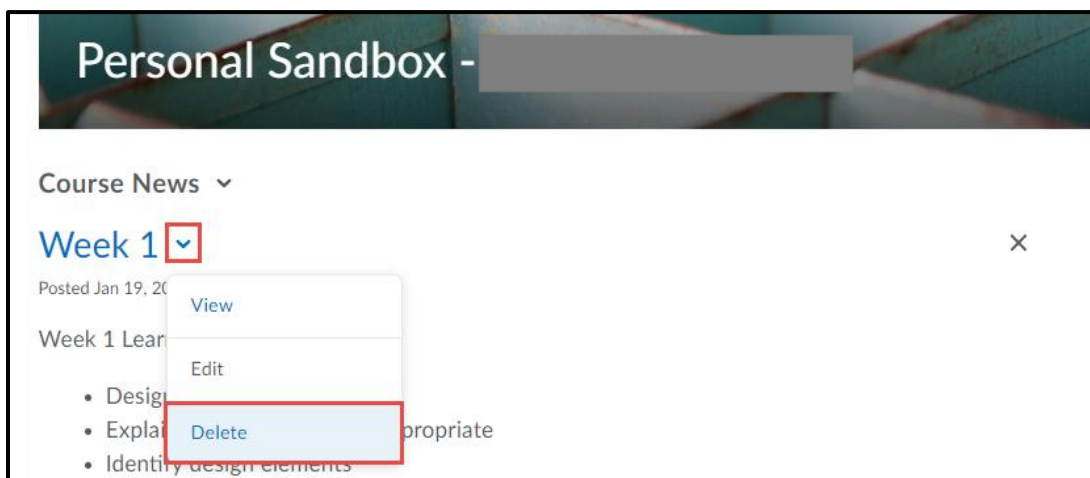
- To continue editing the announcement item, click **Save as Draft**. Students cannot see draft announcement items. To release an announcement item to users, click **Publish**.



## Delete an Announcement

To delete an announcement, do one of the following:

- From the drop down menu of the announcement item you want to delete, click **Delete**.



- To delete multiple postings, click **Course News** to view all announcement items and check boxes beside the items you want to delete. Click **Delete** at the top of the list.

## Announcements

New Announcement
More Actions ▾

🔍
Show Search Options

🗑️ Delete
←

<input type="checkbox"/>	Title	Start Date	End Date	Status
<input checked="" type="checkbox"/>	<b>Week 1</b> ▾	Jan 19, 2018 1:33 PM	-	Published
Week 1 Learning Objectives: <ul style="list-style-type: none"> <li>Design a dream house</li> <li>Explain why your design is appropriate</li> <li>Identify design elements</li> </ul>				
<input checked="" type="checkbox"/>	<b>Meet Your Instructor</b> ▾	Jan 19, 2018 1:30 PM	-	Published

I am excited that you have joined this class. My name is Jennifer Pacheco and I will be your instructor for this course. I work in the Distance Education department at CMU as an Instructional Designer. I have a Master's in Education and taught elementary school for 7 years before coming to CMU. I am very excited to have you

## Edit an Announcement

- Click **Course News**.

Personal Sandbox -

Course News ▾

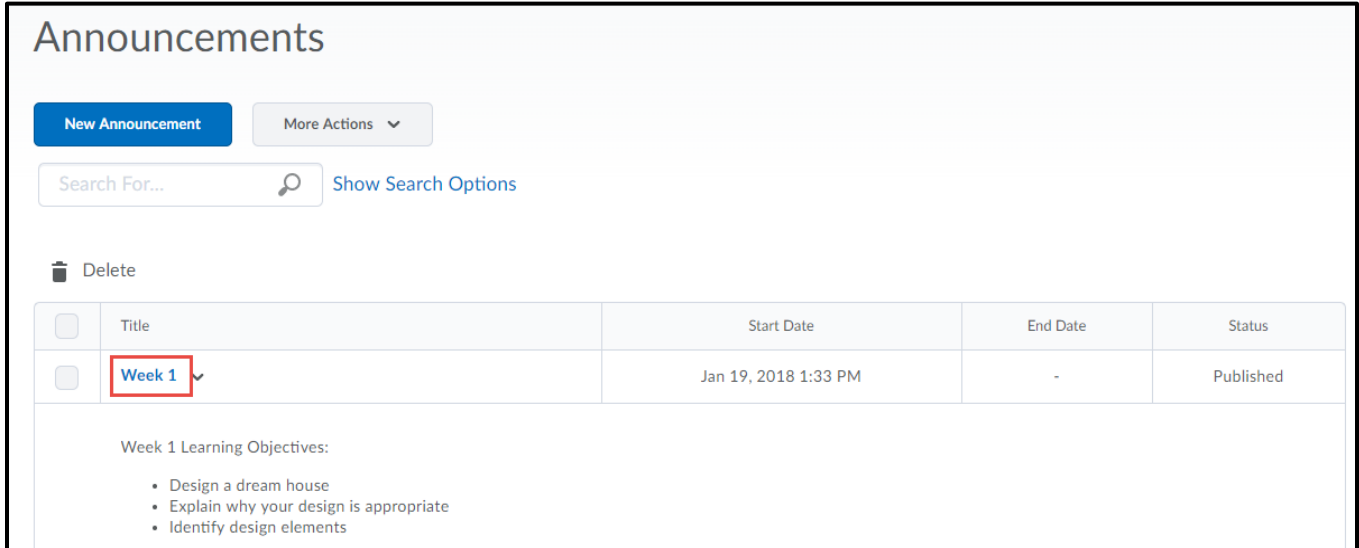
Week 1
✕

Posted Jan 19, 2018 1:33 PM

Week 1 Learning Objectives:

- Design a dream house
- Explain why your design is appropriate
- Identify design elements

2. On the **Announcements** page, click on the title of the announcement you want to edit.

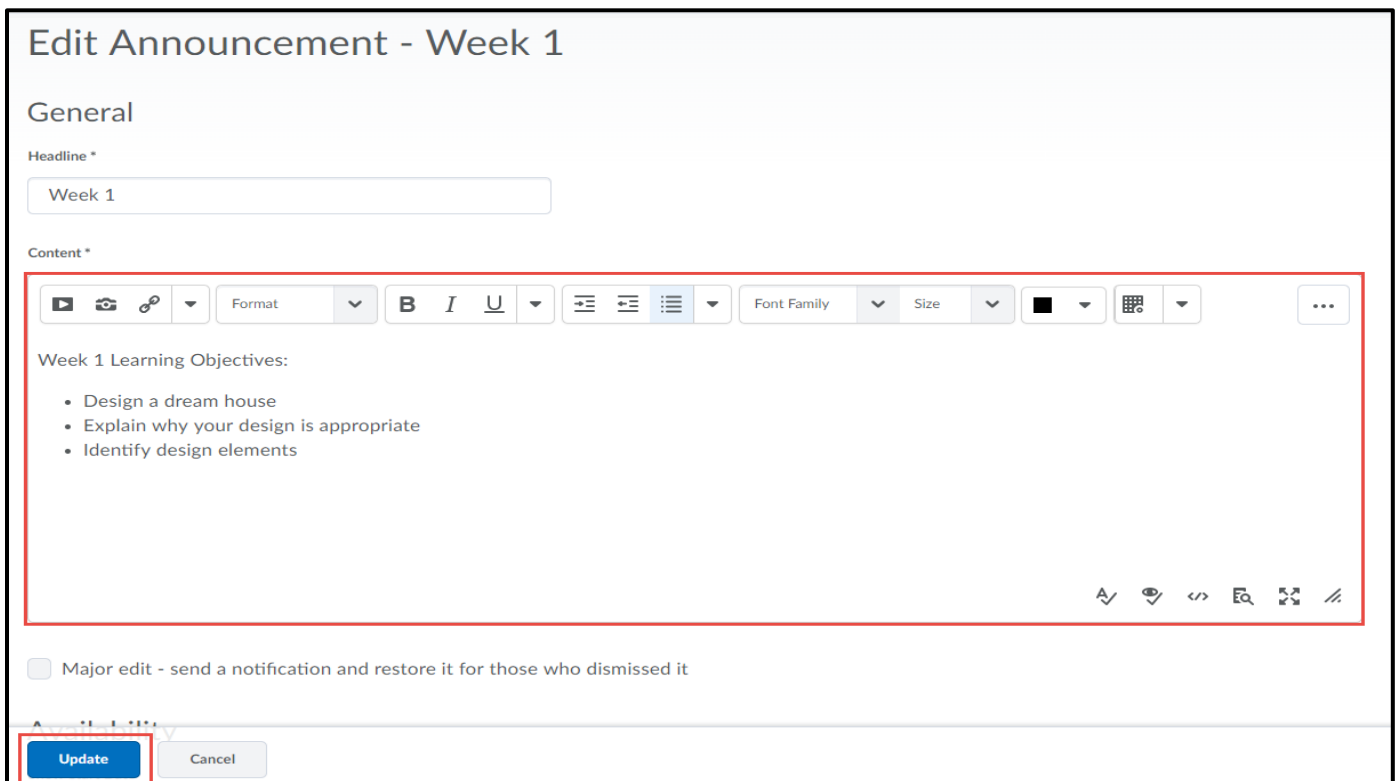


The screenshot shows the 'Announcements' page. At the top, there is a 'New Announcement' button and a 'More Actions' dropdown. Below that is a search bar with the text 'Search For...' and a magnifying glass icon, followed by a 'Show Search Options' link. A 'Delete' button with a trash icon is also visible. The main content is a table with the following structure:

<input type="checkbox"/>	Title	Start Date	End Date	Status
<input type="checkbox"/>	Week 1	Jan 19, 2018 1:33 PM	-	Published

Below the table, the content of the selected announcement is displayed: 'Week 1 Learning Objectives:' followed by a bulleted list: 'Design a dream house', 'Explain why your design is appropriate', and 'Identify design elements'.

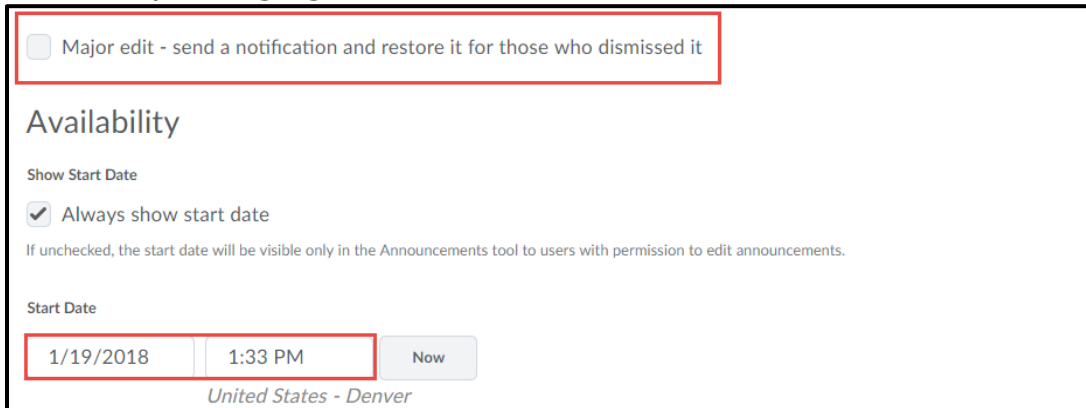
3. Edit your announcement and click **Update**.



The screenshot shows the 'Edit Announcement - Week 1' page. The 'General' section has a 'Headline' field containing 'Week 1'. The 'Content' field is a rich text editor with a red box around it. The editor includes a toolbar with icons for video, image, link, format, bold, italic, underline, list, font family, size, background color, and grid. The content area contains the same text as the previous screenshot: 'Week 1 Learning Objectives:' followed by a bulleted list: 'Design a dream house', 'Explain why your design is appropriate', and 'Identify design elements'. At the bottom of the editor, there are icons for undo, redo, source code, link, unlink, and refresh. Below the editor, there is a checkbox labeled 'Major edit - send a notification and restore it for those who dismissed it'. At the very bottom, there are 'Update' and 'Cancel' buttons, with the 'Update' button highlighted by a red box.



- To inform users of major changes and updates to postings that they might have dismissed, ensuring that those headlines reappear with current information, select the **Major edit - send a notification and restore it for those who dismissed it** check box.
- You can also make the edited announcement reappear at the top of the Course News section by changing the **Start Date** to the current date and time.



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

**Availability**

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

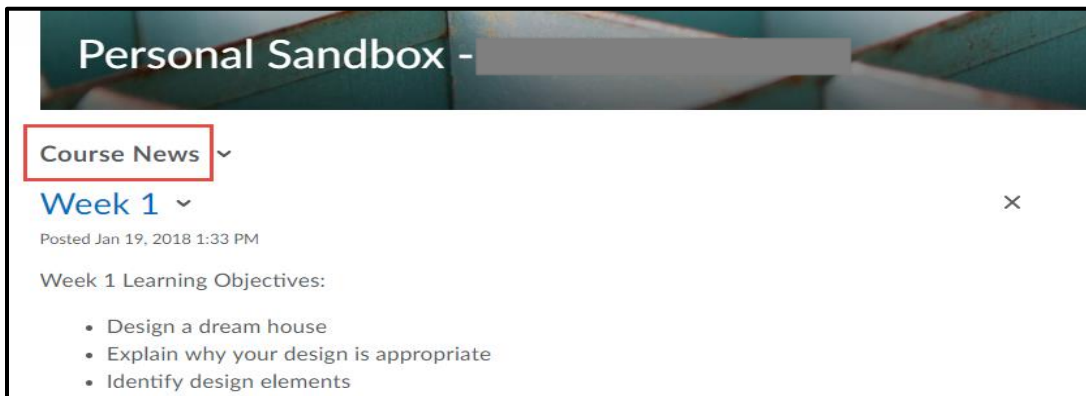
Start Date

1/19/2018 1:33 PM Now

*United States - Denver*

## Reorder Announcements

- Click **Course News**.



Personal Sandbox - [redacted]

Course News ▾

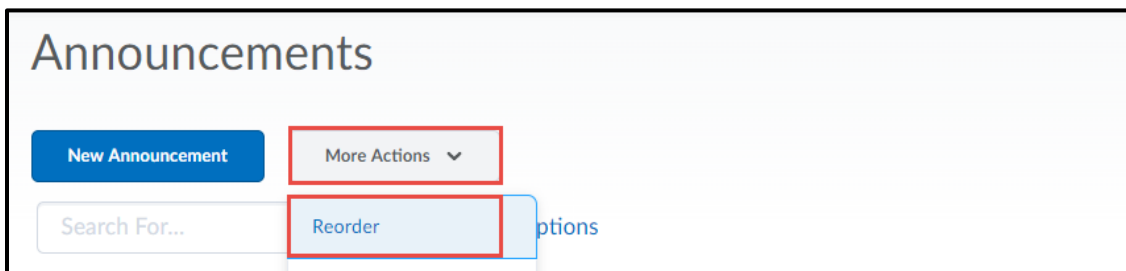
Week 1 ▾ ×

Posted Jan 19, 2018 1:33 PM

Week 1 Learning Objectives:

- Design a dream house
- Explain why your design is appropriate
- Identify design elements

- Click **Reorder Announcements** from the **More Actions** button on the **Announcements** page.



**Announcements**

New Announcement More Actions ▾

Search For... Reorder options



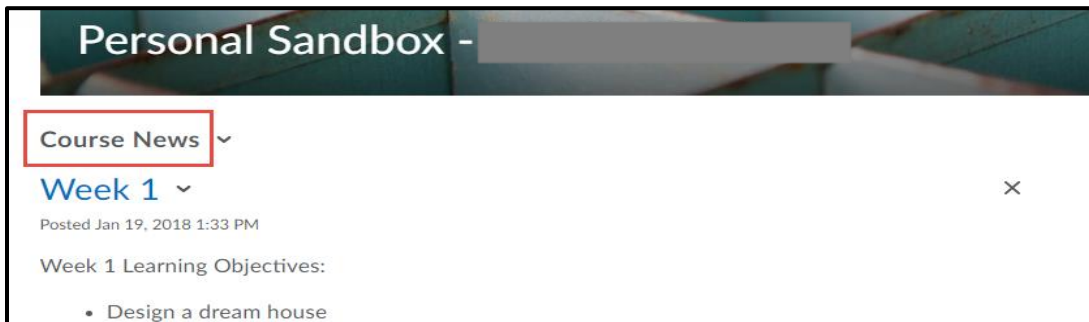
- Use the drop-down lists in the **Sort Order** column to select an item's order. Other items automatically reposition themselves according to the new order. Click **Save**.

### Reorder Announcements

Announcement	Start Date	End Date	Sort Order
Week 1	Jan 19, 2018 1:33 PM	-	3 <input type="button" value="v"/>
Meet Your Instructor	Jan 19, 2018 1:30 PM	-	2 <input type="button" value="v"/>
Welcome to my Sandbox	Jan 19, 2018 1:14 PM	-	1 <input type="button" value="v"/>

## Restore a Deleted Announcement

- Click **Course News**.



Personal Sandbox - [Redacted]

Course News

Week 1

Posted Jan 19, 2018 1:33 PM

Week 1 Learning Objectives:

- Design a dream house

- Click **Restore** from the **More Actions** button on the **Announcements** page.

### Announcements

Search For...

<input type="checkbox"/>	Title	Start Date
<input type="checkbox"/>	Week 1 <input type="button" value="v"/>	Jan 19, 2018 1:33 PM

Week 1 Learning Objectives:

3. On the **Restore Announcements** page, select the check box of the announcement item or items you want to restore. Click **Restore**.

### Restore Announcements

1 of 1 selected [Clear Selection](#)

<input type="checkbox"/>	Title	Deleted By	Date Deleted ▼
<input checked="" type="checkbox"/>	Week 1 (Id: 10536)	Faculty Test	Jan 19, 2018 2:31 PM