



## 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

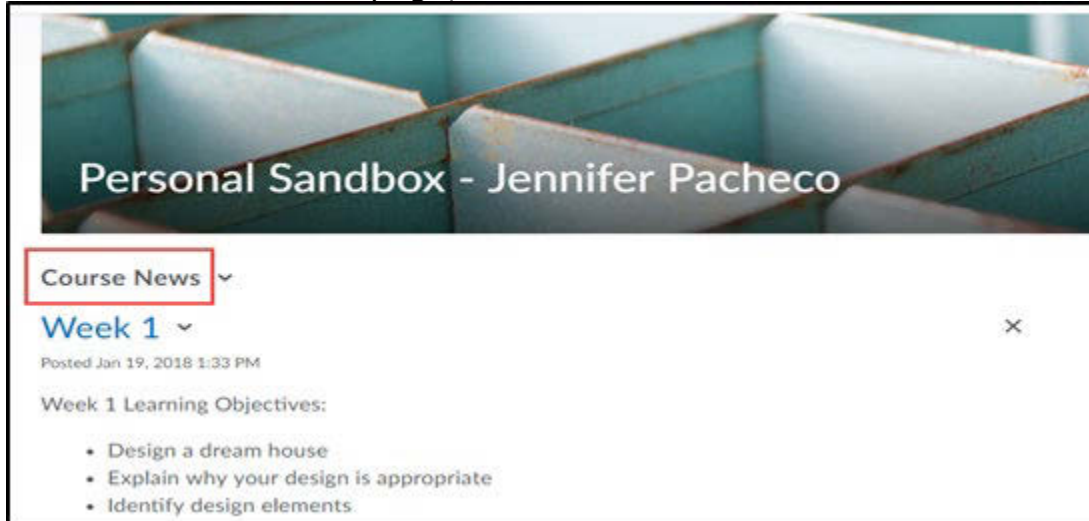
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## Tutorial Video(s)

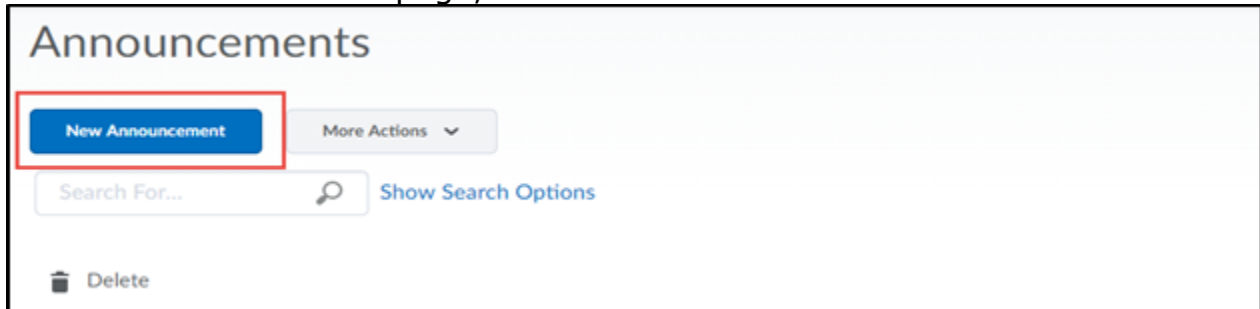
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## Create an Announcement

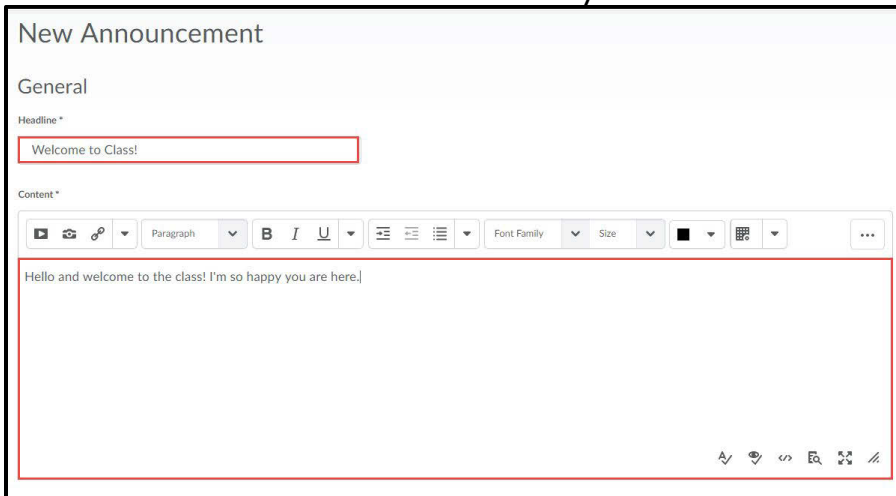
1. From the course homepage, click on **Course News**.



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



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

A screenshot of the "New Announcement" form. The title "New Announcement" is at the top. Below it is the section "General". Under "General" is the label "Headline\*" followed by a text input field containing the text "Welcome to Class!". Below the headline field is the label "Content\*" followed by a rich text editor. The rich text editor has a toolbar with various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, font family, size, background color, text color) and a "More" button (three dots). The text area of the rich text editor contains the text "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

*United States - Denver*

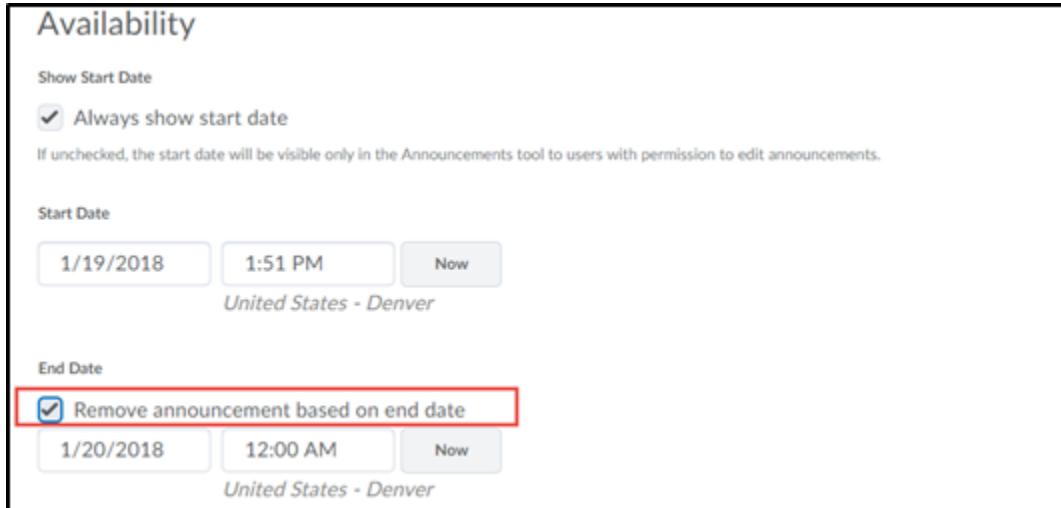
End Date

☐ Remove announcement based on end date

1/20/2018 12:00 AM Now

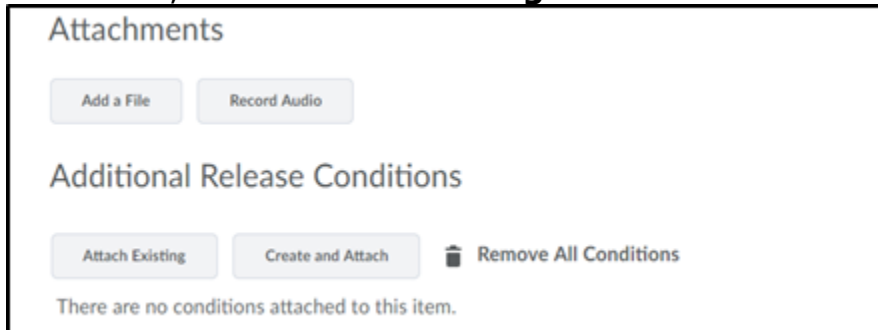
*United States - Denver*

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.



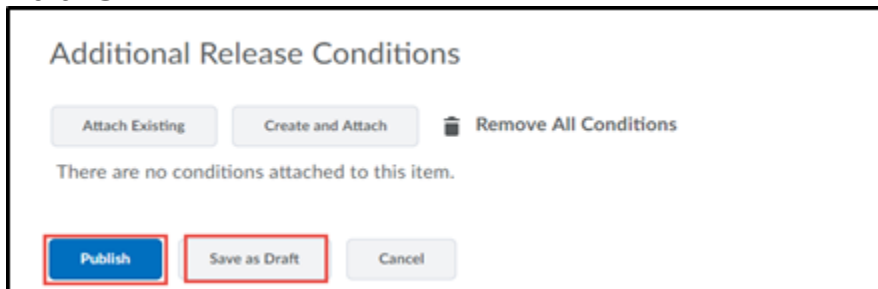
The screenshot shows the 'Availability' section of an announcement tool. It includes a 'Show Start Date' section with a checked 'Always show start date' checkbox and a note: 'If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.' Below this is the 'Start Date' section with three buttons: '1/19/2018', '1:51 PM', and 'Now', with the location 'United States - Denver' below them. The 'End Date' section has a checked checkbox labeled 'Remove announcement based on end date' (highlighted with a red box), followed by buttons for '1/20/2018', '12:00 AM', and 'Now', with the location 'United States - Denver' below them.

7. 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**.



The screenshot shows the 'Attachments' section of an announcement tool. It has two buttons: 'Add a File' and 'Record Audio'. Below this is the 'Additional Release Conditions' section with three buttons: 'Attach Existing', 'Create and Attach', and 'Remove All Conditions' (with a trash icon). A message at the bottom states: 'There are no conditions attached to this item.'

8. 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**.

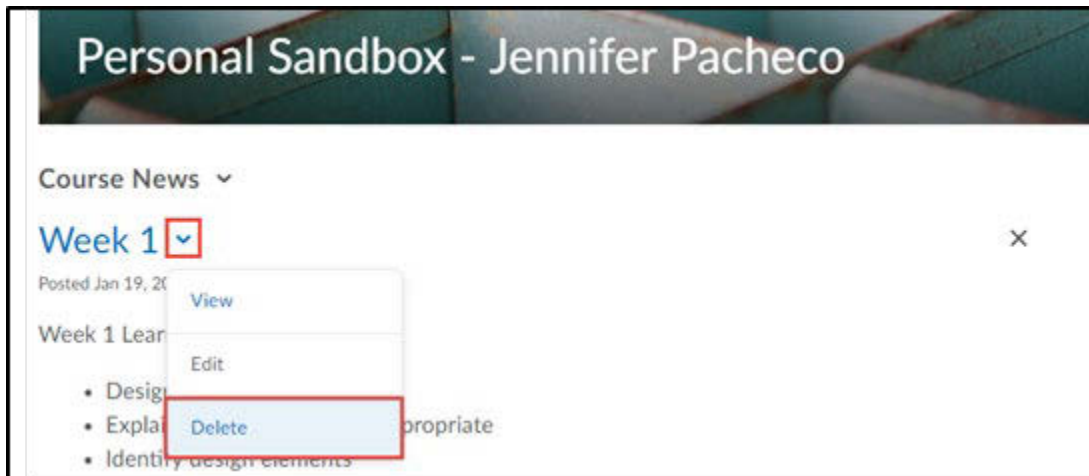


The screenshot shows the 'Additional Release Conditions' section of an announcement tool, identical to the previous one. At the bottom, there are three buttons: 'Publish' (highlighted with a red box), 'Save as Draft' (highlighted with a red box), and 'Cancel'.

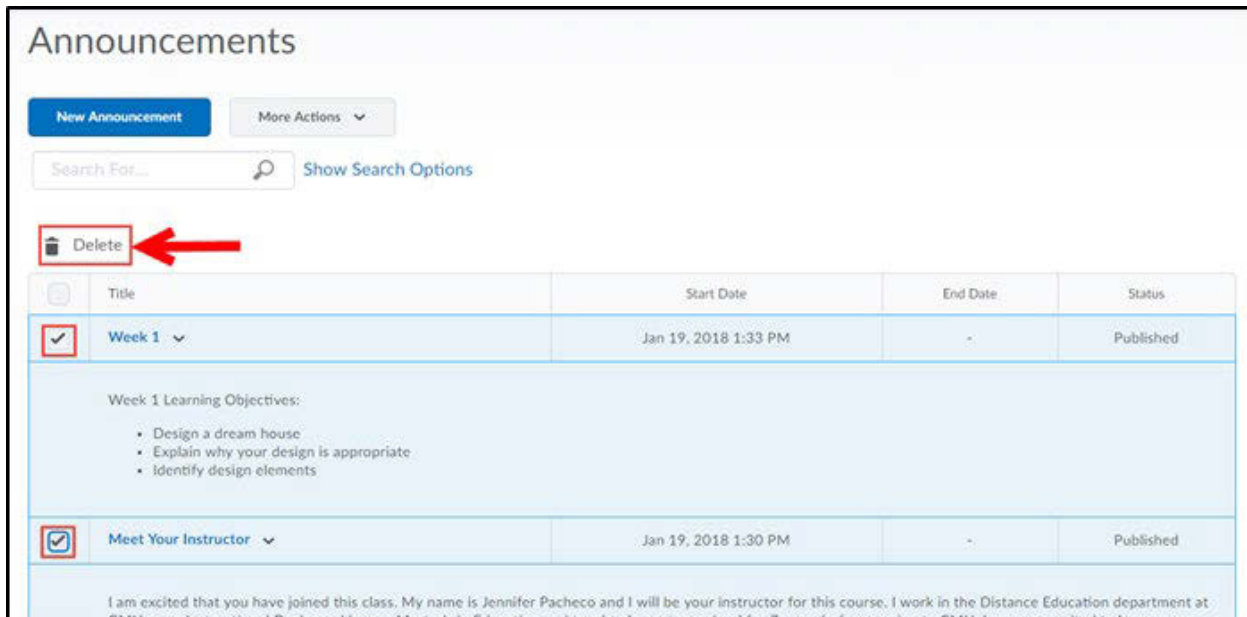
## Delete an Announcement

To delete an announcement, do one of the following:

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



2. 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.

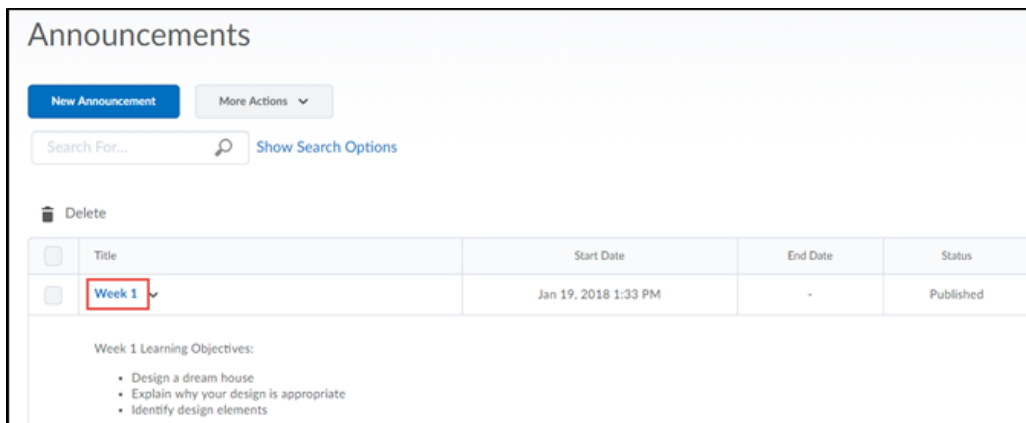


## Edit an Announcement

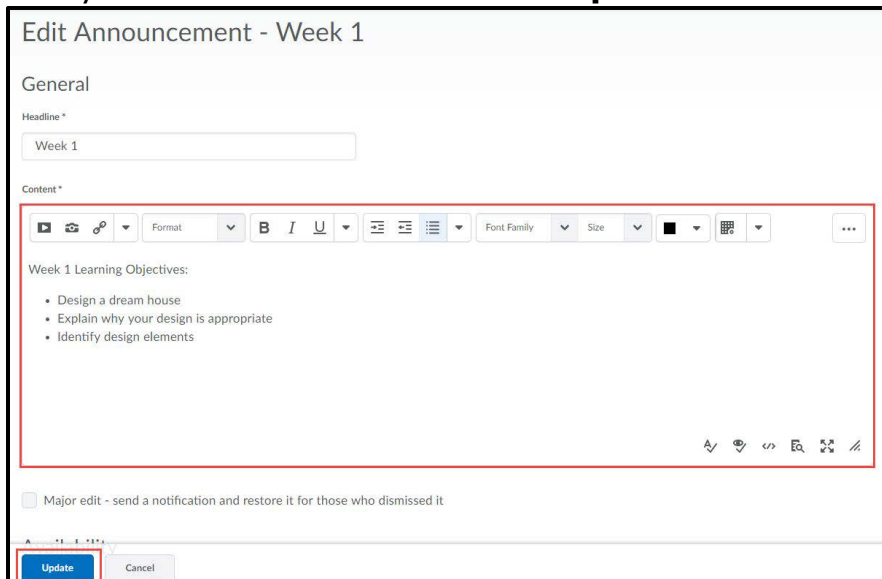
1. Click **Course News**.



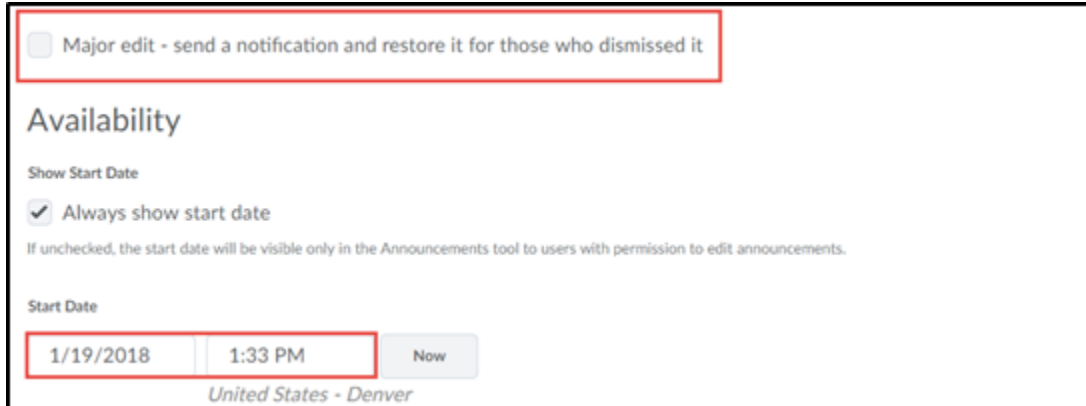
2. On the **Announcements** page, click on the title of the announcement you want to edit.



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



4. 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.
5. 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.



## Reorder Announcements

1. Click **Course News**.



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



- 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 ▼
Meet Your Instructor	Jan 19, 2018 1:30 PM	-	2 ▼
Welcome to my Sandbox	Jan 19, 2018 1:14 PM	-	1 ▼

## Restore a Deleted Announcement

- Click **Course News**.

Personal Sandbox - Jennifer Pacheco

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...

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

Week 1 Learning Objectives:

- 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](#)

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