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.
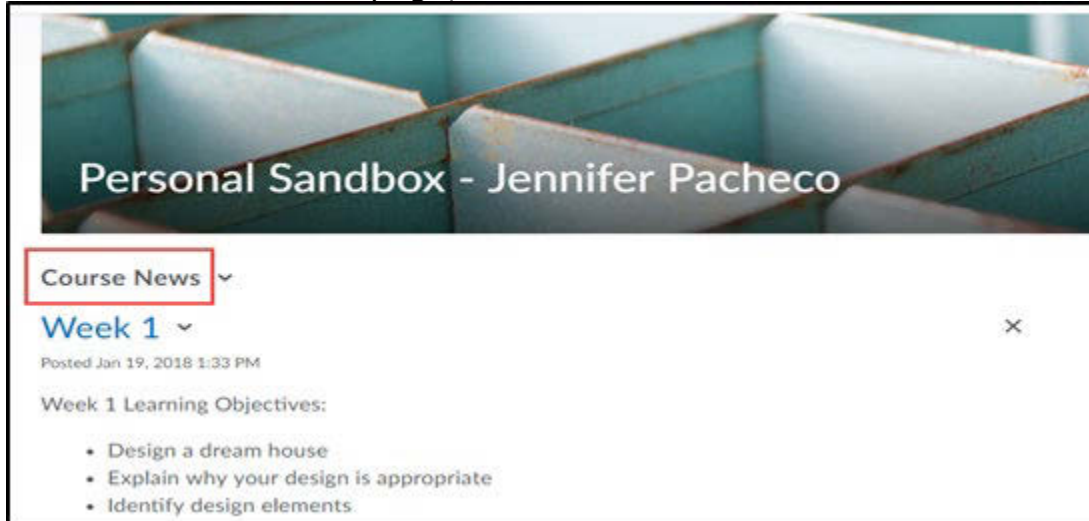
Contents

Tutorial Video(s)
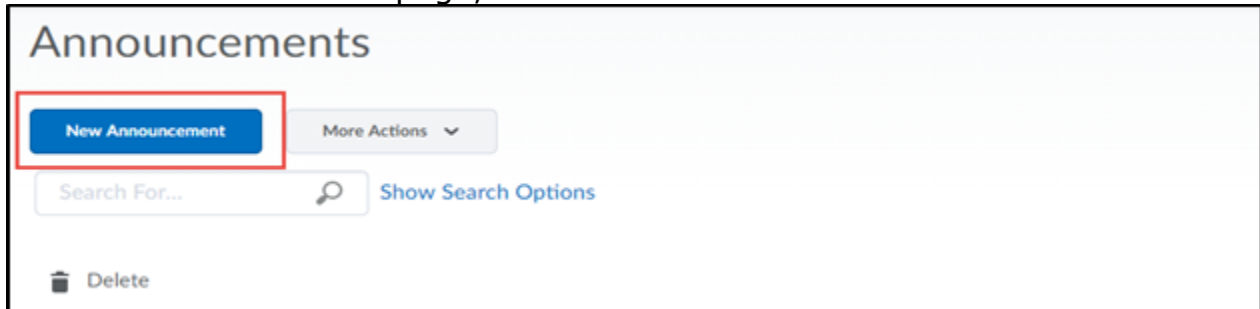
- Course News - Create an Announcement
- Course News – Make Regular Announcements
- Delete and Restore Announcements
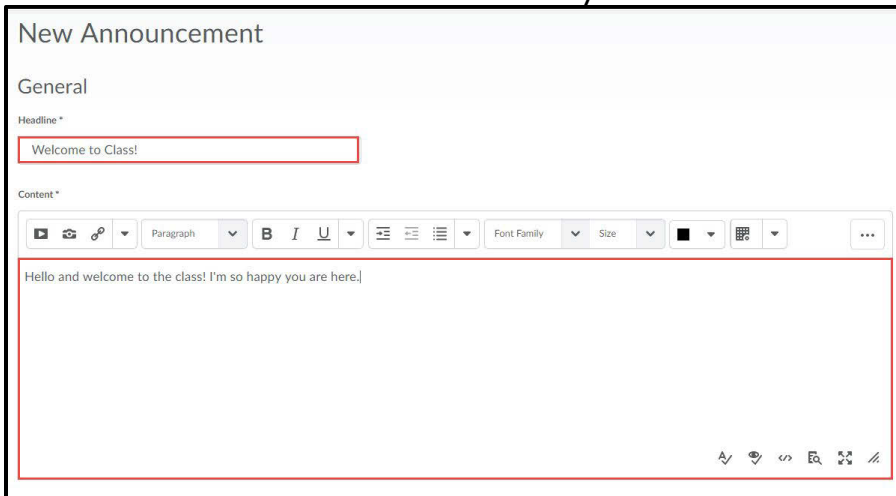
Create an Announcement

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.

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

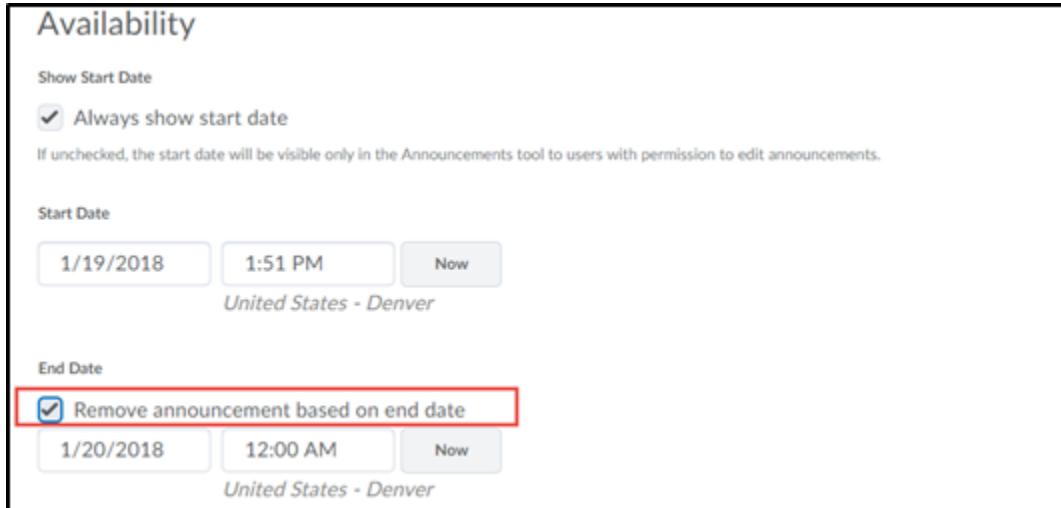| 1/19/2018 | 1:51 PM | Now |

United States - Denver

End Date

☐ Remove announcement based on end date

| 1/20/2018 | 12:00 AM | Now |

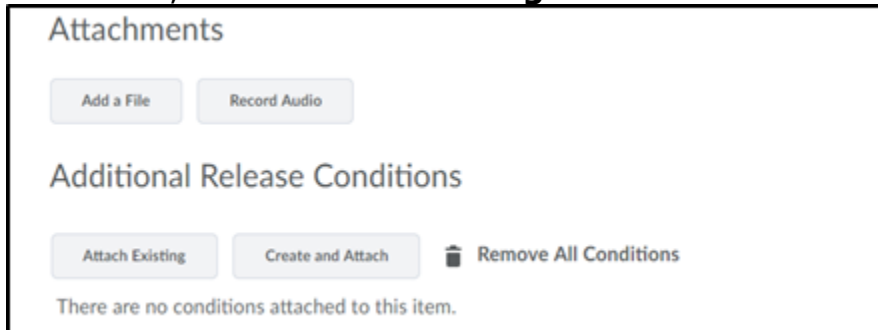United States - Denver

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.
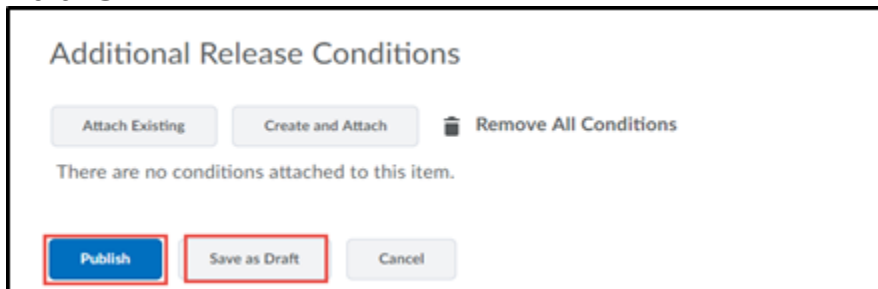
Availability

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

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**.

Attachments

| Add a File | Record Audio |

Additional Release Conditions

| Attach Existing | Create and Attach | 🗑 Remove All Conditions |

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**.
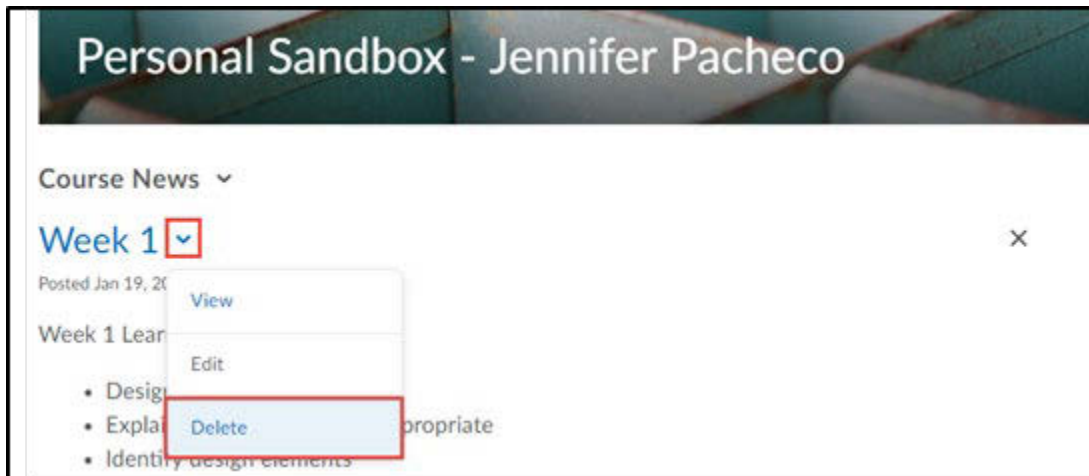
Additional Release Conditions

| Attach Existing | Create and Attach | 🗑 Remove All Conditions |

There are no conditions attached to this item.
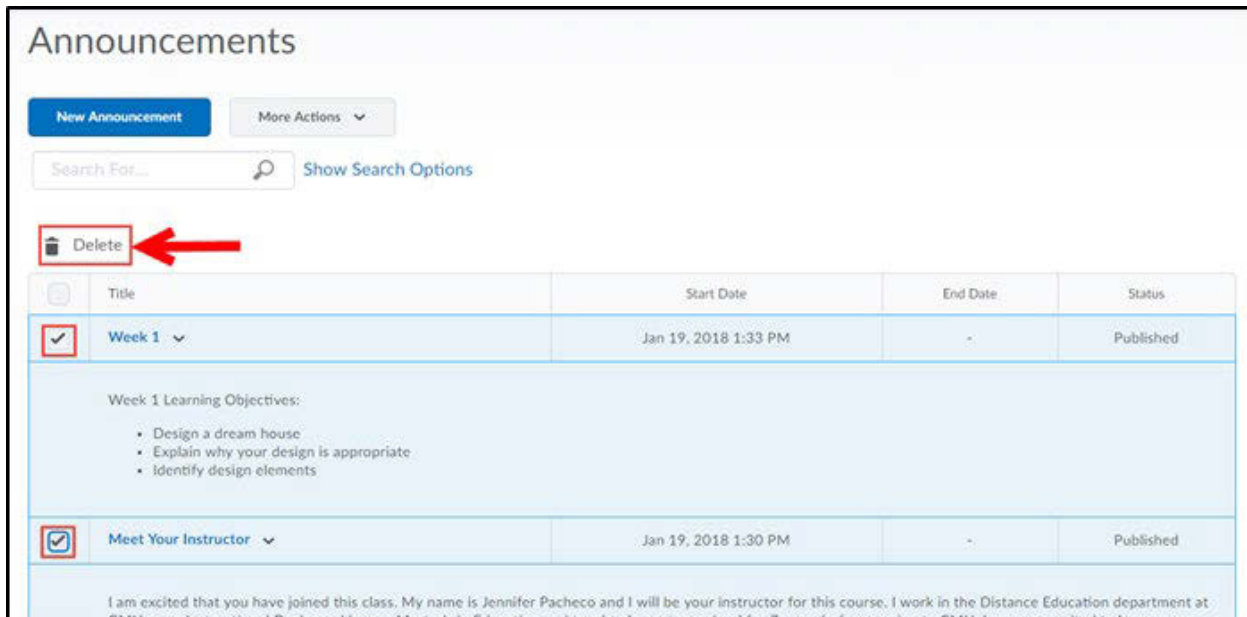
| Publish | Save as Draft | Cancel |

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.
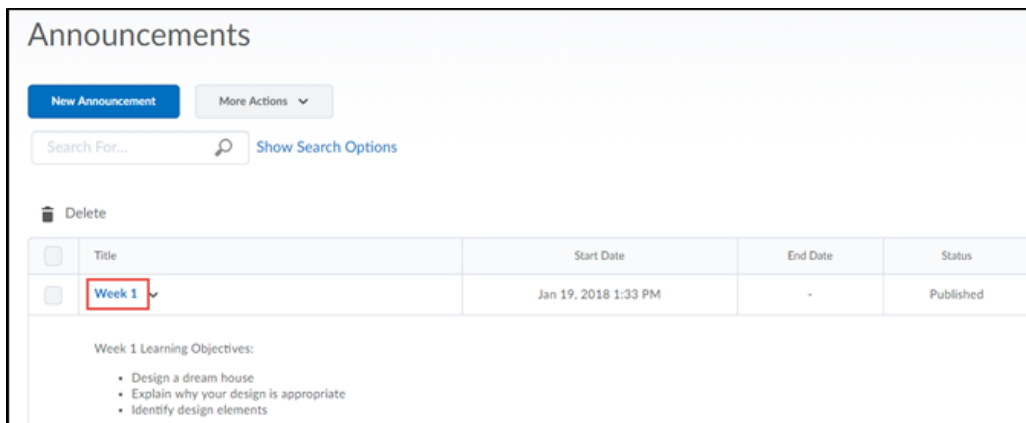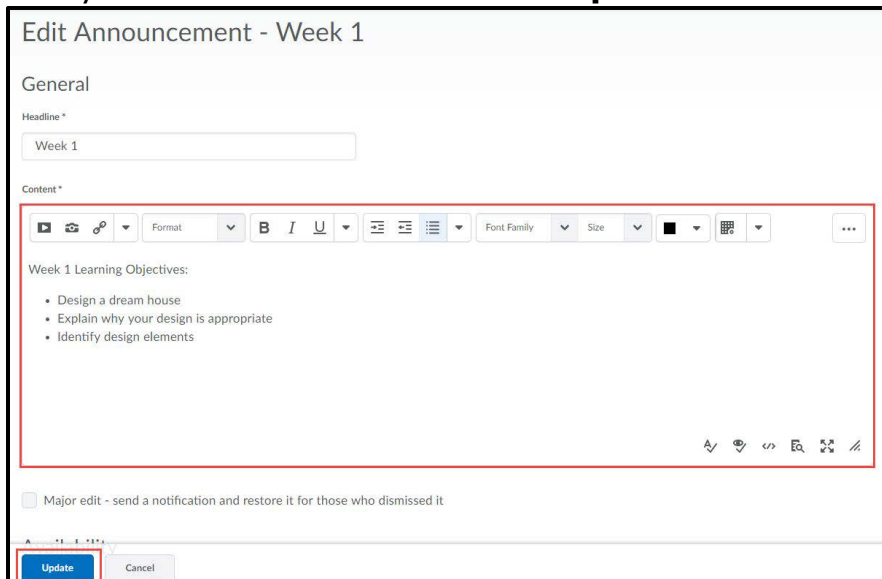
Edit an Announcement
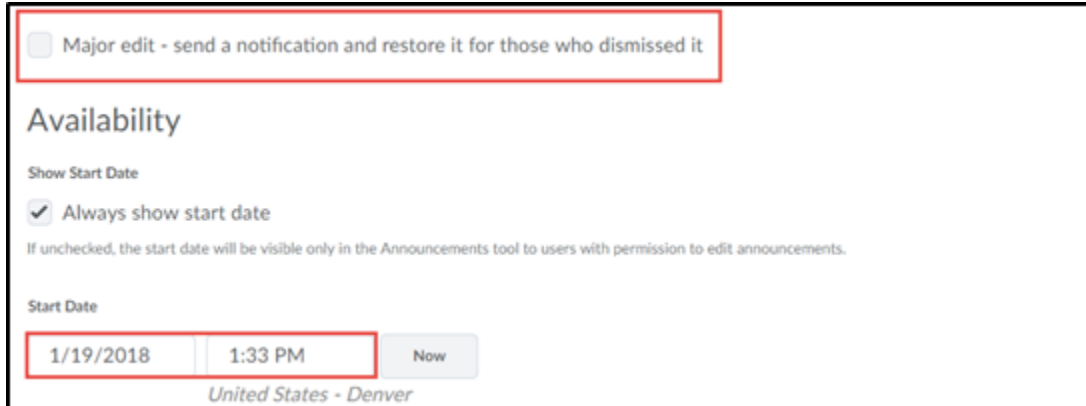
1. Click **Course News**.

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.

3. 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**.

Restore a Deleted Announcement

1. Click **Course News**.

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

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