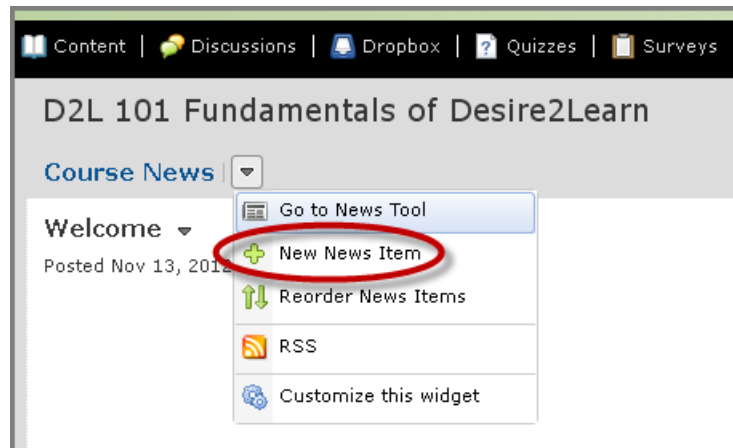
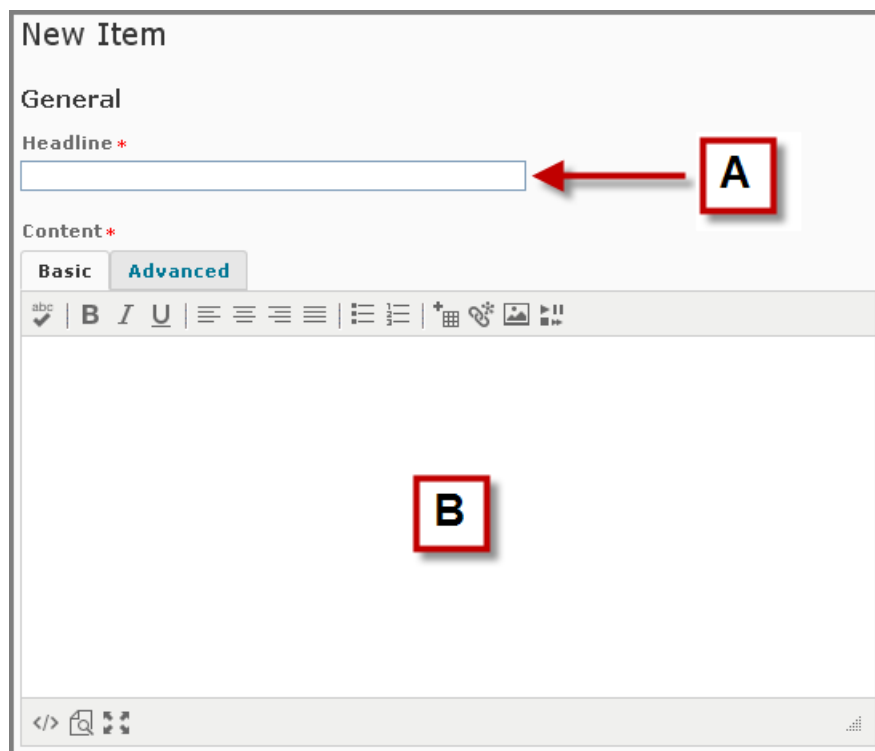


## Create a News Item

1. On the course homepage, select **New News Item** from the **Course News** widget drop-down menu.



2. Enter news item information.

A screenshot of the 'New Item' form. The form is titled 'New Item' and has a 'General' section. Under 'General', there is a 'Headline \*' field with a red asterisk, and a red arrow labeled 'A' points to it. Below the headline is a 'Content \*' section with a red asterisk. It has two tabs: 'Basic' and 'Advanced'. The 'Advanced' tab is selected, showing a rich text editor with various formatting tools (bold, italic, underline, list, link, image, etc.). A red box labeled 'B' is placed in the center of the content area. At the bottom of the form, there are icons for source code, undo, and redo.

- A. Enter the news item **Headline**. Students will see this headline in bold above the news item.
- B. Enter the news item **Content**. Quick links and other HTML editing features are available under the advanced tab. See the **HTML Editor** handout in the **Course Creation and Administration** module for more information.

3. Select news item options.

The screenshot shows a configuration panel for a news item. At the top is the 'Availability' section, which includes a 'Show Start Date' checkbox (checked) and a 'Start Date' field set to 12/17/2012 10:27 AM. Below this is an 'End Date' section with a 'Remove news item based on end date' checkbox (unchecked) and an 'End Date' field set to 12/18/2012 12:00 AM. The 'Attachments' section contains 'Add a File' and 'Record Audio' buttons. The 'Additional Release Conditions' section has 'Attach Existing', 'Create and Attach', and 'Remove All Conditions' buttons. At the bottom are 'Publish', 'Save as Draft', and 'Cancel' buttons. Red arrows and boxes labeled A through F point to these specific elements: A points to 'Show Start Date', B to the 'Now' button for the start date, C to the 'Now' button for the end date, D to the 'Attachments' section, E to the 'Additional Release Conditions' section, and F to the 'Cancel' button.

- A. {Optional} Select this option if you wish the start date to be displayed to users under the news item headline.
- B. Select the date and time you wish for the news item to become visible to users.
- C. {Optional} If you intend for the news item to only be available for a limited time, check **Remove news item based on end date**, and select the date and time availability ends. If you choose to include an end date, the news item will no longer be visible to users after the date and time selected.
- D. {Optional} Add a file or record audio to be included as an attachment to the news item.
- E. {Optional} Attach existing release conditions, or create and attach new release conditions, to the news item. See the **Release Conditions** handout in the **Course Creation and Administration** module for more information.
- F. Click **Publish**, or **Save as Draft**.