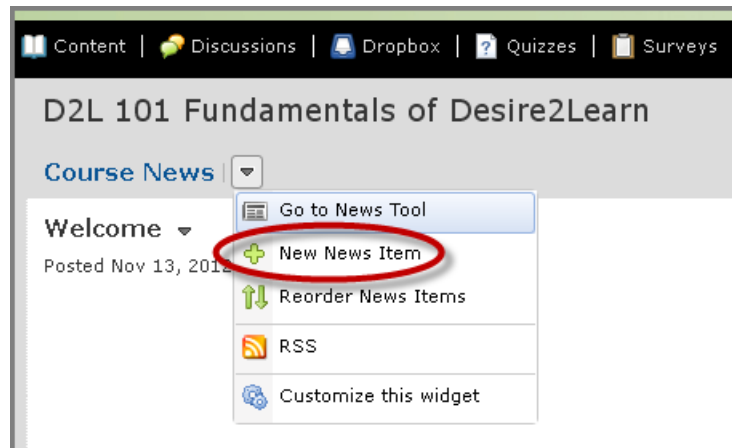
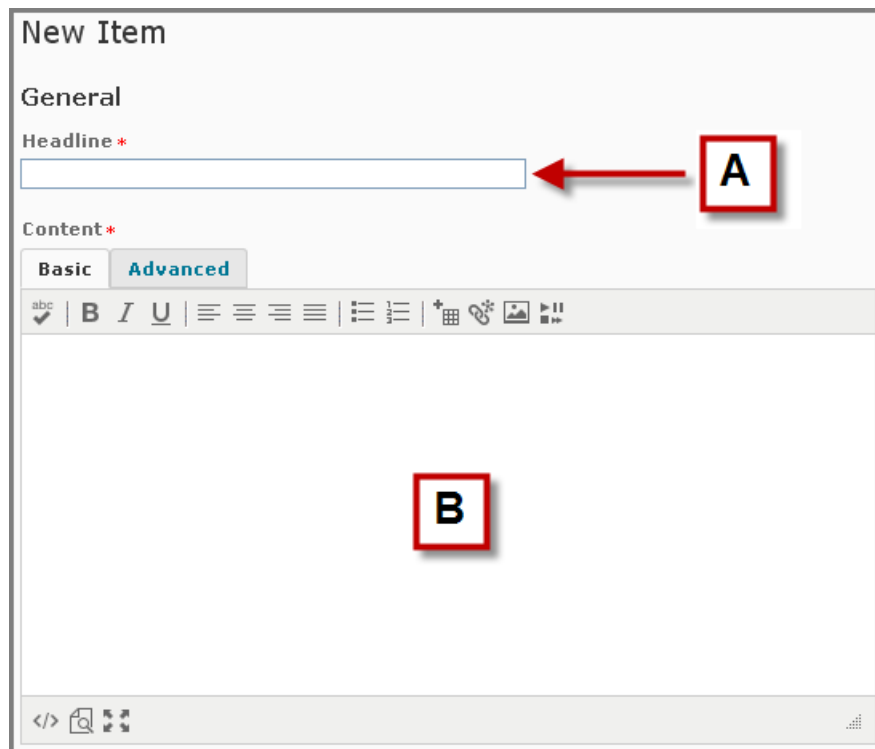


Create a News Item

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. The 'Headline *' field is empty and has a red arrow pointing to it from a red box labeled 'A'. Below the headline is the 'Content *' section, which has two tabs: 'Basic' and 'Advanced'. The 'Advanced' tab is selected, showing a rich text editor with various formatting options (bold, italic, underline, list, link, image, etc.). A red box labeled 'B' is placed in the center of the content editor 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 with a calendar icon, dropdowns for month (10), day (27), and time (AM), and a 'Now' button. Below this is the 'End Date' section, which includes an unchecked 'Remove news item based on end date' checkbox and an 'End Date' field with a calendar icon, dropdowns for month (12), day (00), and time (AM), and a 'Now' button. The 'Attachments' section contains 'Add a File' and 'Record Audio' buttons. The 'Additional Release Conditions' section contains 'Attach Existing', 'Create and Attach', and 'Remove All Conditions' buttons. At the bottom are 'Publish', 'Save as Draft', and 'Cancel' buttons. Red arrows point from callout boxes A through F to these specific elements.

- 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**.