Creating a News Item

1) Select the “Course Home” button within your course.

2) Select the “Action” button (downward arrow) on the News Widget.

3) Select the second option, titled “New News Item”.

General

4) Put in a “Headline” for the news item.

5) Enter your news or message within the “Content” box.
Availability

6) Optional: Select a “Start Date” and “Time”.
7) Optional: Select an “End Date” and “Time”.
8) Optional: Select “Remove News Item Based on End Date”.

Attachments

9) Optional: Select “Add a File” to attach a document to this news item.

a) Select a file from one of the following locations:
   i) My Computer.
   ii) Course Offering Files.
   iii) Shared Files.
   iv) My Locker.
   v) Group Locker.

b) Select the “Add” button at the bottom of the page.
10) Optional: Select “Record Audio” if you wish to record a short audio clip for the viewers of this news item.

**Additional Release Conditions**

11) Select one of the following options:
   a) Press “Attach Existing” if you wish to attach an previously created release condition to this news item.
   b) Press “Create and Attach” if you wish to create and attach a release condition (such as a group condition) to this news item.

12) Press the “Publish” button.