



Basics: News

The **News** tool allows you to post messages to your students on the Course Home page. When students login to your class, the first thing they see is the News area. Therefore, it is recommended that your first News item includes instructions on how to proceed in the course.

Examples of possible News items:

- Faculty introductions
- Revisions/updates to the syllabus
- Changes in due dates for assignments
- Community notices that pertain to the course
- Weather or illness related announcements
- Notes to summarize the week or lesson


News Item Example

News Item	Actions
<p>Course Introduction</p> <p>Welcome to ED 6120 Critical Issues In Education!</p> <p>Course Description: Analyzes issues confronting American education. Specific and detailed study is given to selected issues by individual members of the class.</p> <p>Please click on Content in the tool bar above to find links to your course syllabus, course expectations, assignments and other course components.</p>	 

In this tutorial, you will:

- Create a News Item
- Edit a News Item
- Delete a News Item
- Reorder News Items


Create a News Item

1. Click on the  **New News Item** button. You will be taken to the **New Item** window.
2. Type in an appropriate **Headline**, for example, "Course Introduction."
3. Type in your message **Content** in the HTML Editor box. If you want more formatting options, click on the **Advanced** tab.
4. **Availability**
 - If you want to have the News item visible immediately with no end date, skip the Availability section.
 - If you want the News item to be dated, check the box for **Show Start Date**.
 - If you want the item to be seen on a future date, select a start date using the drop down menus for **Start Date**. [See image below.]

- If you want the item to be hidden on a specific date, select an end date using the drop-down menus for **End Date**. [See image below.]


Availability

Show Start Date: Show Start Date Beside Headline

Start Date: November 13 2008 

9 10 AM


End Date: Remove News Item based on End Date

November 14 2008 


12 00 AM

5. Click **Save** to save the item, or **Save and New** to continue creating News Items.
6. Click **Course Home** in the navigation bar to view your News item.


Edit a News Item

1. Click on the  **Edit News Item** icon to the right of the item you wish to edit. You will be taken to the **Edit Item** window.
2. Make your revisions using the HTML editor.
3. Click **Save**.

Delete a News Item

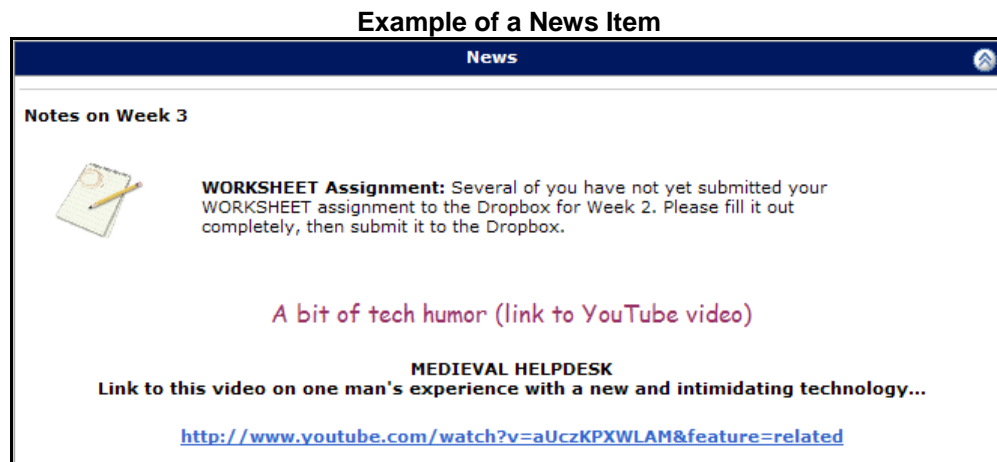
1. Click on the  **Delete** icon next to the News item on the Course Homepage.
2. Click on **Delete** in the confirmation message.

Reorder News Items

1. Click on the  **Reorder** icon on the Course Homepage.
2. Click on the drop down arrow in the **Sort Order** column for the news item you'd like to reorder and select the new placement of the item.
3. Click **Save**. Note: all other News items will be adjusted automatically.

Beyond the Basics: News

Now that you know how to create a basic News item, you are ready to enhance your News items with images, tables, and links. [See the example below.]



In this part of the tutorial, you will:

- Resize an image
- Add an image to a News item
- Use a table to format a News item
- Insert a Quicklink into a News item

Resize an image (using Microsoft Picture Manager)

Images can be inserted into News items. However, large images take a long time to download for students with dial-up access. To determine how long it will take to download a picture or other file, you can use a download calculator such as (<http://www.onlineconversion.com/downloadspeed.htm>).

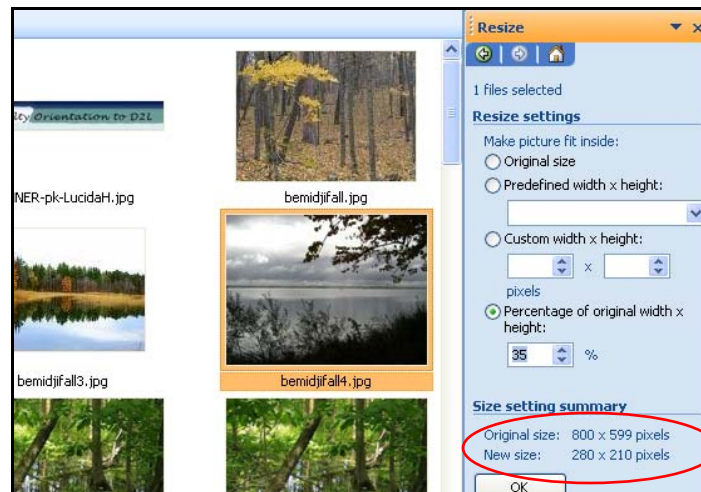
If you are not sure how large your file is, right click on the filename, click on properties, and the file size will be displayed.

There are many programs available to resize images, such as Microsoft Picture Manager.

1. Click **Start, All Programs, Microsoft Office, Microsoft Office Tools, Microsoft Picture Manager**.
2. Click on the picture you want to resize.
3. Click **Picture** on the toolbar and then click **Resize**.





- The Resize frame will open on the right side of the window (see following picture). Resize the picture by adjusting the **percentage of original**. The original size and new size will be displayed at the bottom of the resize frame. **[Note: when resizing for the D2L window, we recommended you keep the image width under 550 pixels, and image height under 300 pixels.]**





- Click the **OK** button. Your filename will have an (*) in front of it. This indicates there are unsaved changes to the file.
- Click **File, Save As**, and give the image a new name, such as image1-small.
- Close Microsoft Office Picture Manager. **Do not save changes to the original file.**



Add an image to a News item

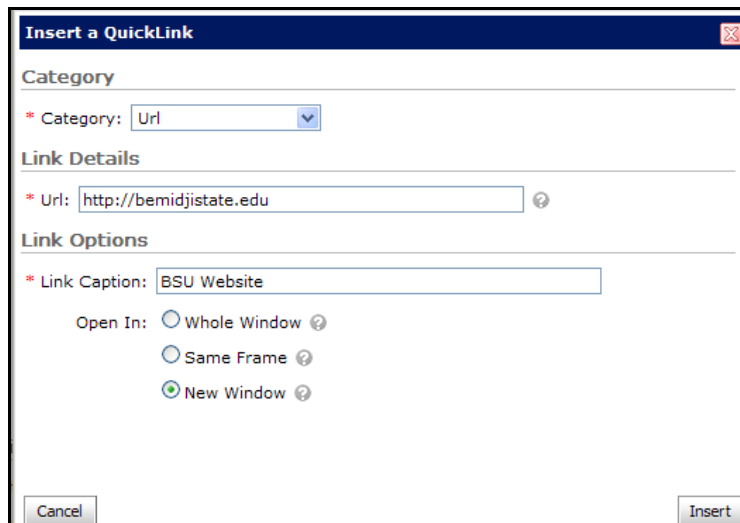
- Click on the  **Edit** icon next to the News Item you wish to add the image to.
- Place your cursor where you want the image to appear in the content area. Click on the  **Insert an image** icon in the toolbar.
- Click the **Browse** button and find the file on your computer. Click **Open**, or double-click the file name.
- Click the **Upload** button.
- Enter a **Text Alternative** describing the image. Or, if the image is decorative, place a checkmark in the box, and then click **Ok**. The image will be inserted into the News item.
- Click **Save**, and then click **Course Home** to view the News Item.

Use a Table to format a News item

1. Create a new News Item, or Click on the  **Edit News Item** icon to the right of the item you wish to edit.
2. Place your cursor where you want the table to appear in your content. Click on the  **Insert a new table** icon in the toolbar.
3. Enter the number of columns and rows for the table, and then click **Insert**.
4. Enter text, images, etc. into the table cells. If you need additional columns or rows, or if you wish to format the table or cells of the table, right click in a cell and use the pop-up menu.
5. Click **Save**.

Insert a Quicklink into a News item

1. Go to the website (or YouTube site containing the video) you wish to link to.
2. Copy the URL by clicking once inside the address bar, then right-clicking and selecting copy.
3. Go to your D2L course.
4. Create a new News Item, or Click on the  **Edit News Item** icon to the right of the item you wish to edit.
5. Place your cursor where you want the link to appear in your content.
6. Click the  **Insert Quicklink** icon in the toolbar. The following window will open.



7. Select **URL** from the Category dropdown menu.
8. Paste in the URL address that you copied from the website.
9. Enter a **Link Caption**. This will appear as linkable text.
10. Click the radio button next to **Open In: New Window**.
11. Click **Insert**.