



1886

NATIONAL
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D2L Reference Guide

Posting News/Announcements

For assistance contact the NLU
Help Desk: 866-813-1177

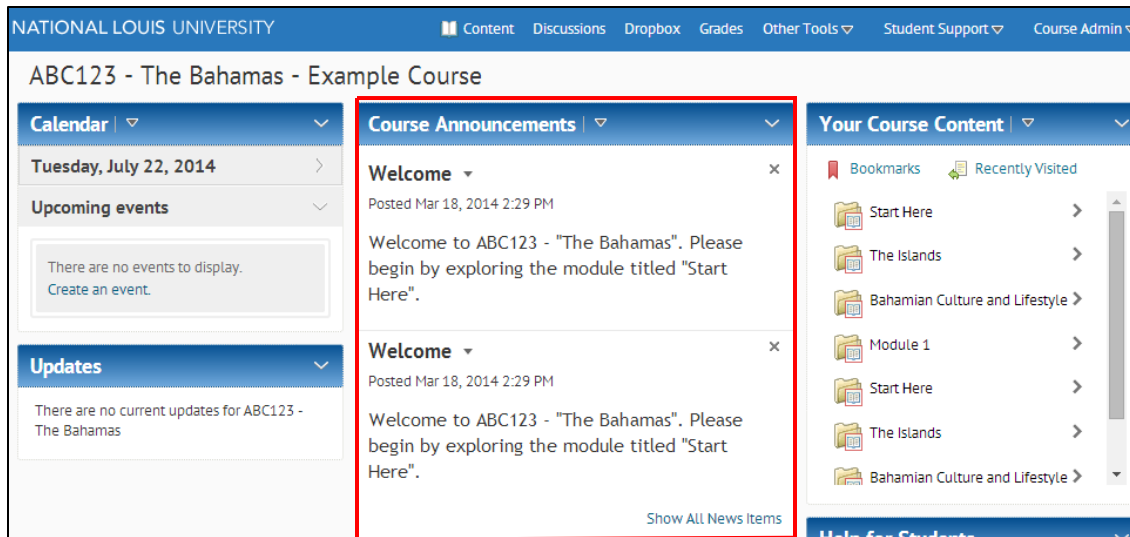
Overview: The News/Announcements tool allows you to post announcements and updates to your students. These announcements will be shown on the course home page, and are very efficient for getting new and important information to your class.

Objectives: Upon reading this reference guide you should be able to...

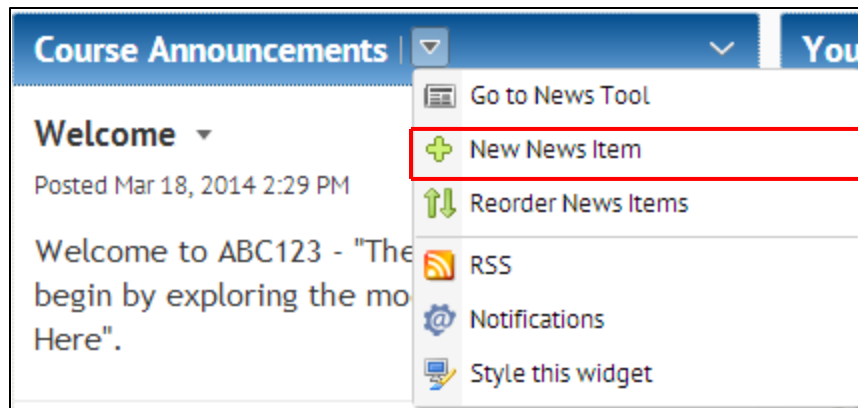
- Post a New Announcement
- Edit an Announcement
- Delete and Dismiss an Announcement

Post a New Announcement:

1. To post an announcement, begin on your course homepage. Notice the "Course Announcements" widget in the middle of the page.



2. Click the upside down triangle next to the "Course Announcements" heading and choose "New News Item".





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3. Enter a headline, or title for your announcement.

Headline *

4. Enter your announcement in the "Content" box. You can edit the font, color, etc. of your text using the HTML editor.

Content *

Paragraph **B** *I* U

5. You can set start and dates for announcements if you wish. This allows you to set all announcements in a course ahead of time, and have them only appears when you want them to.

Availability

Show Start Date

☒ Always show start date

If unchecked, the start date will be visible only in the News tool to users with permission to edit news.

Start Date

7/24/2014 9:02 AM
United States - Chicago

End Date

☐ Remove news item based on end date

7/25/2014 12:00 AM
United States - Chicago

6. If you have an attachment you would like to add, click "Add a File" and browser your computer for the document.

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.

7. When you are finished with your announcement, click "Publish"

Publish

Save as Draft

Cancel



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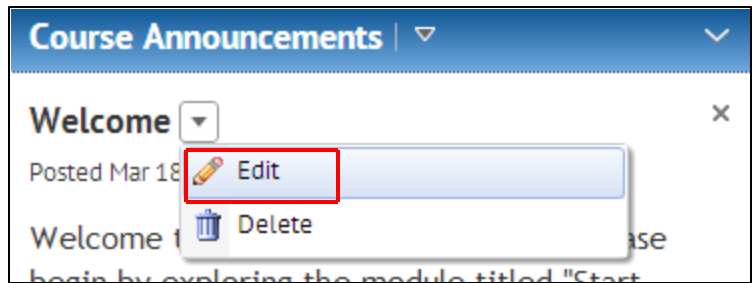
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Edit an Announcement:

1. To edit your announcement begin on the course home page. Click the upside down triangle next to the heading of the announcement you wish to edit, and click "Edit".



2. You will then be able to edit all components of your announcement.

Edit Item - Welcome

General

HeadLine +

Welcome

Content +

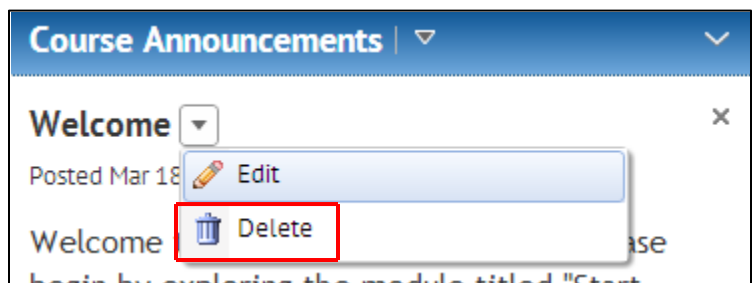
Welcome to ABC123 - "The Bahamas". Please begin by exploring the module titled "Start Here".

Update Cancel

3. When you are finished editing your announcement, click "Update".

Delete an Announcement:

1. To delete an announcement begin on the course home page. Locate the announcement you wish to delete, and click the upside down triangle next to the heading.
2. Click "Delete" from the dropdown menu.





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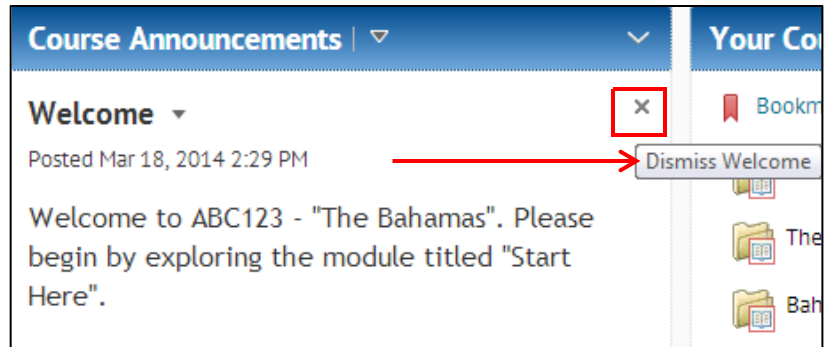
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Dismiss an Announcement:

1. To dismiss an announcement begin on the course home page. Locate the announcement you wish to dismiss. Click the X that is located next to the heading. Hovering over this X will let you know that the X allows you to "Dismiss" the announcement.



The Difference Between Dismissing and Deleting:

- When dismissing a course announcement, that announcement will only be hidden from view. It is not deleted, so that it may later be restored if desired.
- When deleting a course announcement, that announcement will be removed from the course permanently.