D2L Reference Guide
Posting News/Announcements

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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Revised 9/23/2014
3. Enter a headline, or title for your announcement.

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

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 appear when you want them to.

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

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

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.
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.