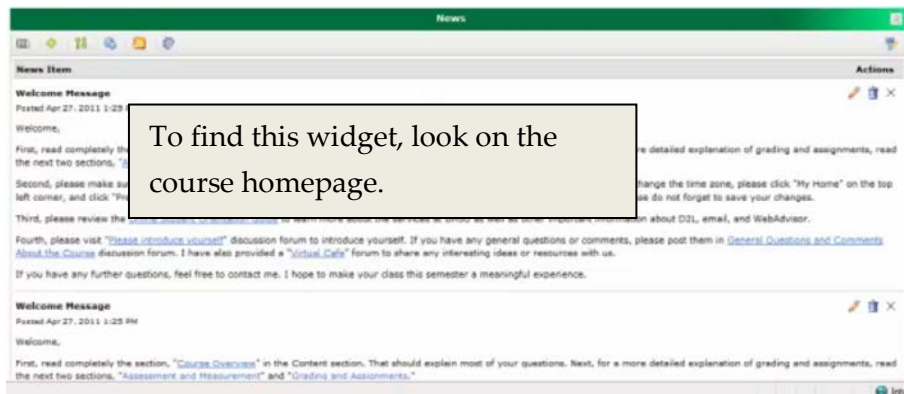


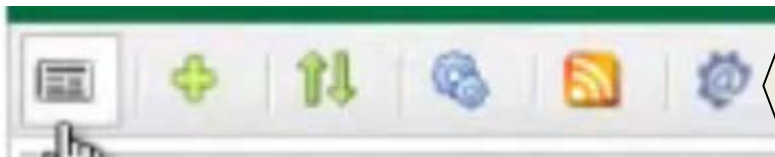
# News Widget

In this tutorial we will learn how to use the news widget.

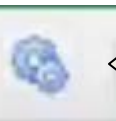
## Step 1. Display Options in News Widget



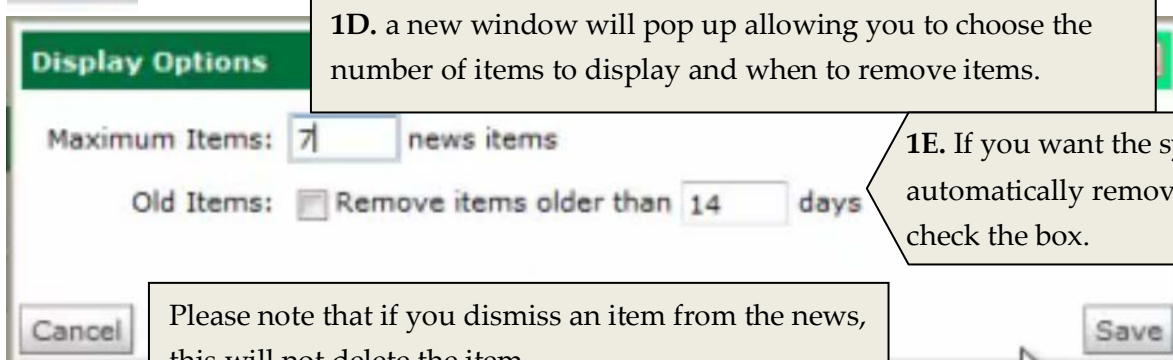
1A. To go to the news main page click on the icon that looks like a newspaper.



1B. You can add a new item, reorder items, edit display options, create an RSS feed, or edit notification settings.



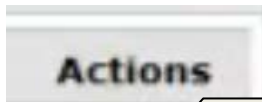
1C. When you click the display options button



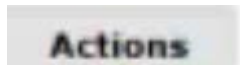
1D. a new window will pop up allowing you to choose the number of items to display and when to remove items.

1E. If you want the system to automatically remove items be sure to check the box.

Please note that if you dismiss an item from the news, this will not delete the item.



1F. To permanently delete an item click the trash can icon.



1G. On the news main page you may see an item that you have dismissed, if you want to restore this item, click the arrow under the actions allowed for the item.

## Step 2. Adding a New News Item



2A. To add a new item click the button

### General

+ **Headline:** Ending  
 + **Content:** **Basic** Advanced  
 ebc | **B** / U |   
 This is the end

2B. and enter a headline and content.

You can choose the availability of the item.

### Availability

Show Start Date:  Always show start date  
If unchecked, the start date will only be shown to users with permission to edit the news.

Start Date: 12/15/2011 11:41 AM Now  
United States - Denver

End Date:  Remove news item based on end date  
 12/15/2011 12:00 AM Now  
United States - Denver

2C. When you do this you can choose to show the start date. If you do not, then the start date will only be shown to users with permission to edit the news.

2D. Set the start date and you can also set an end date.

If you set an end date the item will be removed on that date and you cannot restore it.

## Attachments

Add a File Record Audio

2E. You can attach files or release conditions.

## Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

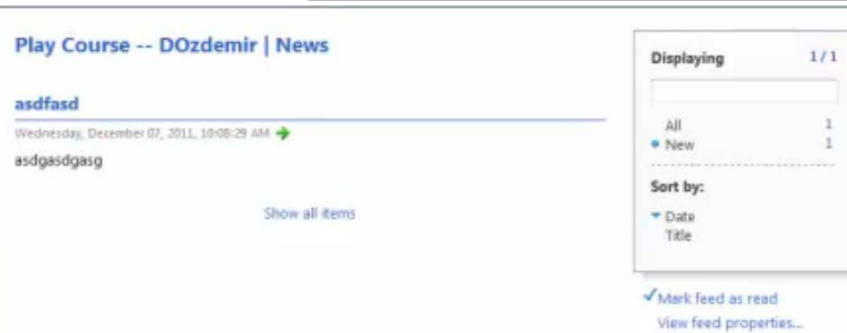
Save as Draft Schedule

2F. When you have finished, click the save as draft or schedule button.

# Step 3. RSS and Notifications Setup



3A. When you click on the RSS feed icon a new window will open allowing you to subscribe to the feed.



If you subscribe to the feed your computer will add the feed to its database.



3B. The notifications page allows you to control how to receive notifications about activity in your course.



You can receive periodic summaries or constant notifications to your cell phone or email. The RSS feed and notification settings are most useful for your students. Your students should manually select the delivery method.

In this tutorial we learned how to use the news widget.