

DISTRIBUTED
LEARNING
| 2019



USING BRIGHTSPACE TOOLS

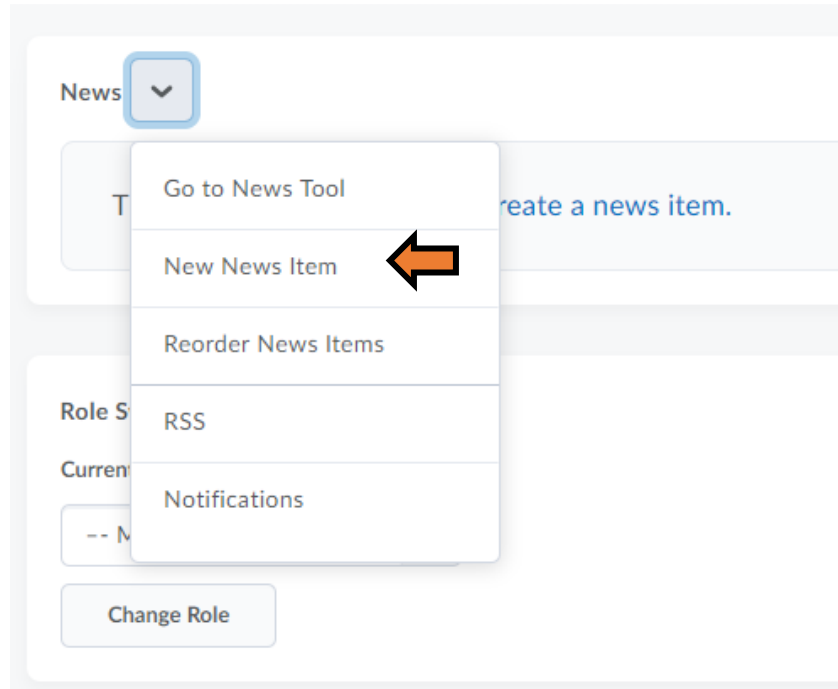
News Items

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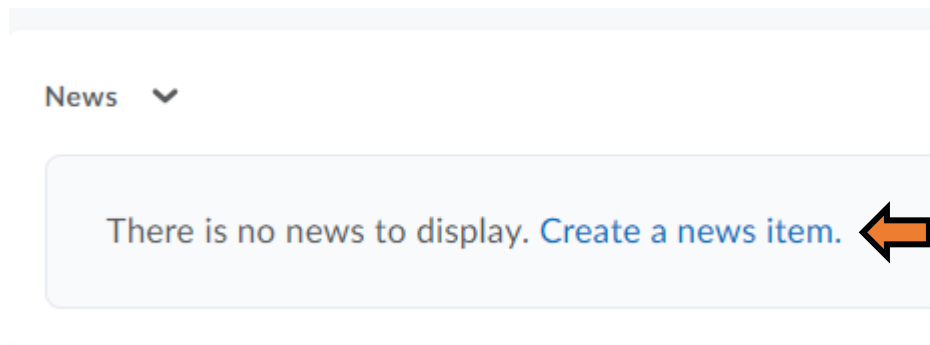
News Items

CREATE A NEWS ITEM

1. Click the drop-down arrow in the news widget header on the course home page.
2. Select **New News Item**. The "New Item" page will open.



An optional way to open a News Item is to click the Create a news item link.



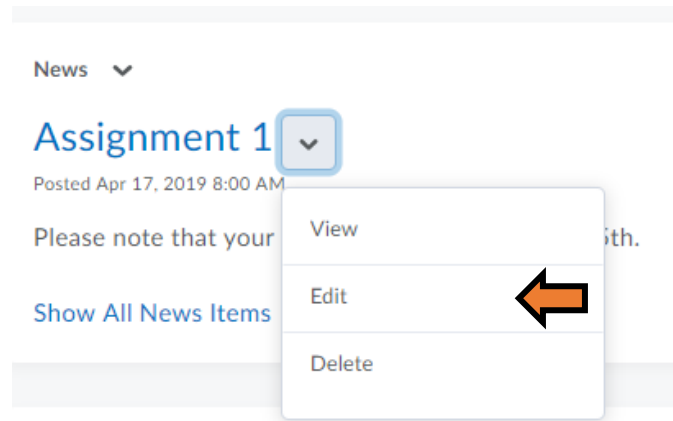
3. Add the necessary information to the news item.
 - a) Enter a title in the "**Headline**" field.
 - b) Enter the post in the "**Content**" field.
 - c) Set a date and time for the news item to display in the "**Availability**" section.
 - d) To attach a file to the news item, click **Add a File** under the Attachments heading and click Upload to select a file on the computer.
4. Click **Publish** at the bottom of the page. The news item will appear to learners on the Course Home page based on the dates selected.

The screenshot shows the 'New Item' form with the following sections and elements:

- General**
 - Headline ***: A text input field with an orange arrow pointing to it.
 - Content ***: A rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, list, font family, size, background color, and a menu icon. The main content area is empty, with an orange arrow pointing to its right side.
- Availability**: A section with an orange arrow pointing to the heading.
 - Show Start Date**: A checked checkbox labeled 'Always show start date'. Below it, a note states: 'If unchecked, the start date will be visible only in the News tool to users with permission to edit news.'
 - Start Date**: Three input fields: '4-17-2019', '7:25 PM', and 'Now'. Below them is the text 'Canada - St. John's'.
 - End Date**: A checkbox labeled 'Remove news item based on end date' is unchecked. Below it are three input fields: '4-18-2019', '12:00 AM', and 'Now'. Below them is the text 'Canada - St. John's'.
- Attachments**: A button labeled 'Add a File'.
- Additional Release Conditions**: Three buttons: 'Attach Existing', 'Create and Attach', and 'Remove All Conditions'. Below them is the text 'There are no conditions attached to this item.'
- Bottom Buttons**: Three buttons: 'Publish' (highlighted in blue with an orange arrow pointing to it), 'Save as Draft', and 'Cancel'.

EDIT A NEWS ITEM

1. Click the drop-down arrow next to the news item that need to be edited.
2. Select **Edit**. The "Edit Item" page will open.



3. Make the changes to the news item.
4. Click **Update** at the bottom of the page. The revised news item will now appear on the Course Home page in the News widget.

DELETE A NEWS ITEM

1. Click the drop-down arrow next to the news item that is to be deleted.
2. Select **Delete**. A confirmation pop-up will open. Click **Yes**

