ANNOUNCEMENTS – HOW TO CREATE NEWS ITEM

The News tool enables you to create news items that help communicate course updates, changes, and new information quickly and effectively to your users. This tutorial will show you how to create a News Item.

You can create a news item from the news widget or from the news tool. For this example, we will be creating our news item from the news tool.

Step 1.
From the **News** tool, click on **New Item**.

Step 2.
Enter your **headline**.

Step 3.
The **Availability** section allows you to control the start and end dates for your news item and display the start date beside the headline. Set your availability dates if desired.

Step 4.
You can also add a file or record audio/video in the **Attachments** section. Attach if desired.

Step 5.
Release Conditions are also available, you can either **attach** an existing Release Condition **or create a new** one. Attach/create if desired. **For tutorial on how to create a Release Condition see its respective video.**

Step 6.
Once done, you can either click **Save as Draft** to continue editing the news item (students cannot see draft news items) or click **Publish** to release news item to users.