ANNOUNCEMENTS- INTRO TO THE NEWS TOOL

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 help you familiarise yourself with the News tool.

- The contents of the news tool can be displayed using the news widget which is most often included on the course home page.
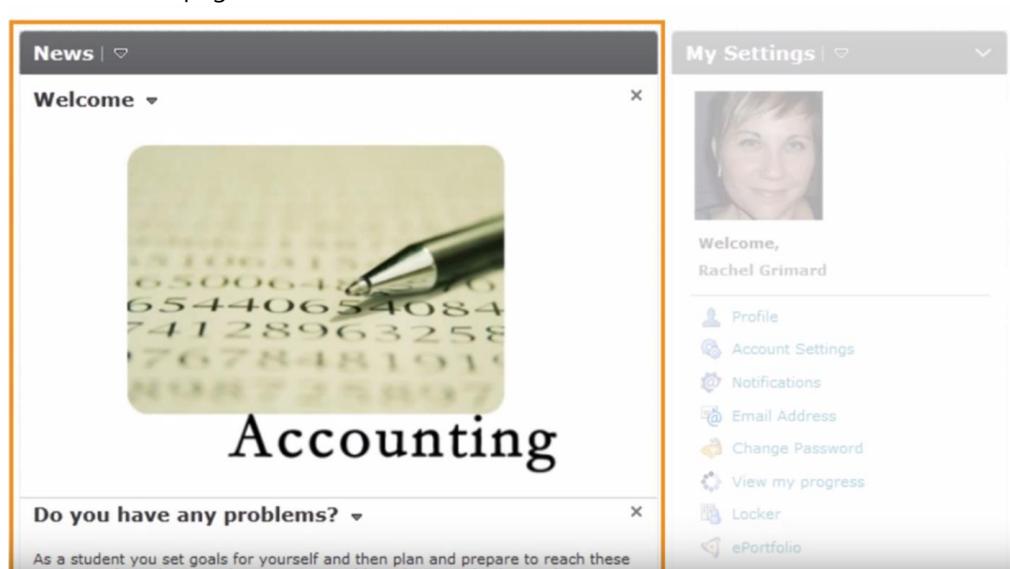
- By clicking on the news context menu, you can **Access News Tool, Create new News Items, Reorder News Items and Edit display options for the news widget.**

- As an instructor, you can manage existing news items from the **News widget** or the **News tool**.

- To help your students manage activities within your course, they can subscribe to the **news RSS feed** and manage their **Notifications** for the News tool.
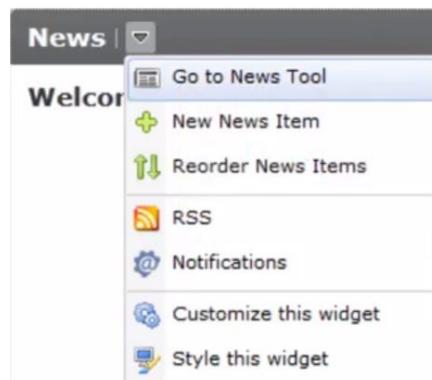
- There are two ways you can access the **news tool** from your course home page. One is by clicking **the context menu** of your News widget and the other is clicking on **News** which is located on the toolbar near the top right.

- The same actions that were available on the context menu of the News widget are also available on the news tool.

- Some additional features in the News tool are the **Search function** and the **details of the news**.
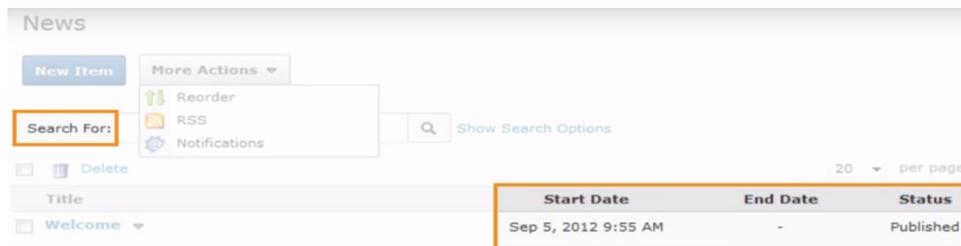
- You can also Edit by clicking on the news item name or click on the context menu of the news item to **Dismiss** or **Delete** news items. Dismiss hides it from your view only and has no effect on the view of other users.

If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at https://citl.mun.ca/support/