

# ANNOUNCEMENTS – MANAGING NEWS ITEMS

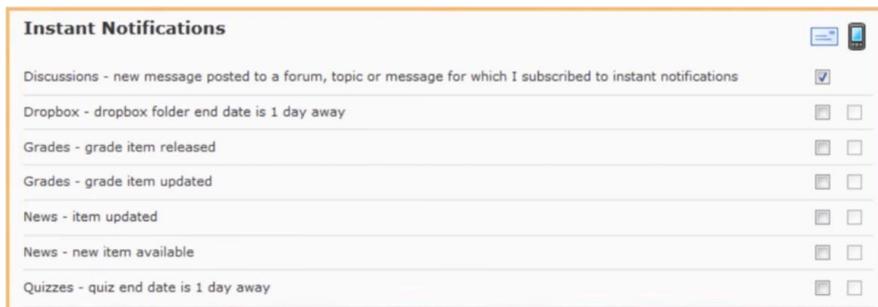
By managing notifications, users can have information delivered to them where and when they want it, without requiring them to log into the Learning Environment. This tutorial will help you familiarise yourself the available options in managing your news items.

There are three options to help users manage news items:

- **Notifications**
- **RSS Feeds**
- **Dismiss news items from the widget tool view**

## Notifications

- **Notifications** can be accessed through the **context menu of your News widget** or the **News tool**.
- Notification options you select are for all courses a user is enrolled in and are **not** configured on a course-by-course basis.
- In the **Instant Notifications** section, you have several options of getting instant notifications.



- For each option select your delivery method, **email** or **mobile**.

## RSS Feeds

- The **RSS feed** can be accessed through the **context menu of your News widget** or the **News tool**.
- Subscribing to an **RSS feed** will display a list of new news items in your web browser. Your browser will automatically check the news tool and download new content so you can see what is new since you last visited the feed.

**Accounting 101 | News**

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

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**Release Forms**

Yesterday, September 06, 2012, 2:10:14 PM 

All of our online classes will be recorded and may include your name or photo. We would like to use these recordings to promote our college and demonstrate the quality blended learning courses we offer. Please download the attached, print, sign and return to me by October 30th at the very latest.

Thank you.

**Attachments:**  
[Accounting 101 - Participant Release Form.docx](#)

Displaying 1 / 1

• All 1

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Sort by:

▼ Date

Title

- On the RSS feed page, you see the RSS feed and have the option to subscribe. **Click subscribe to this feed** to subscribe.



- A pop-up will launch allowing you to manage your feeds. Your pop up might look different depending on your browser.
- You can also select the **Feed folder** you want in the **Create in** section.

**You've successfully subscribed to this feed!**

Updated content can be viewed in Internet Explorer and other programs that use the Common Feed List.

 [View my feeds](#)

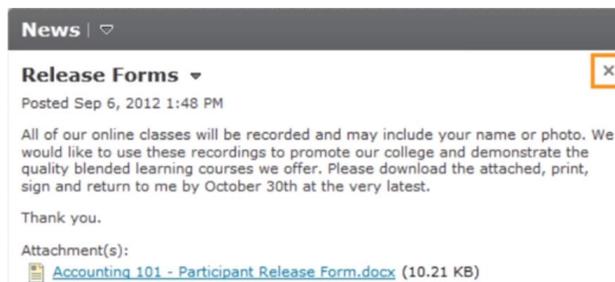
- Once you subscribe, the home page of your RSS feed will show a confirmation message, in which you can view the newly created feed by clicking **View my feeds**.



- You can now view this feed at any time from your browser.

## Dismiss

- The **Dismiss** option can be accessed through the **context menu of your News widget** or the **News tool**.
- Dismissing news items allow users to manage the content of the news widget by hiding news items from the **News widget**.



- From the course home page, identify the news item you want to hide and click the dismiss icon. The news item will immediately be hidden from this view.

- While the dismissed news item can no longer be accessed from the news widget, you can still access it via the **News tool**.

Title	Start Date	End Date	Status
 <b>Release Forms</b> (dismissed) All of our online courses promote our college's commitment to excellence. We would like to use these recordings to include your name or photo. We would like to use these recordings to develop extended learning courses we offer. Please download the attached, print, sign and return to me by October 30th at the very latest. Thank you. Attachment(s):	Sep 6, 2012 1:48 PM	Oct 30, 2012 12:00 AM	Published

- From the **News tool**, click on the context menu of the news item and click on **Restore** to restore the news item to the news widget.

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/>