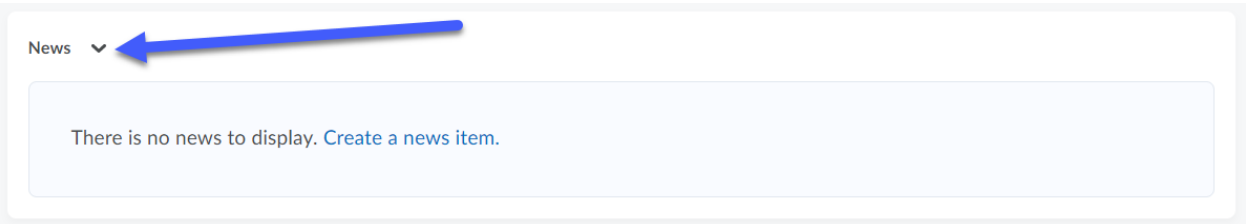
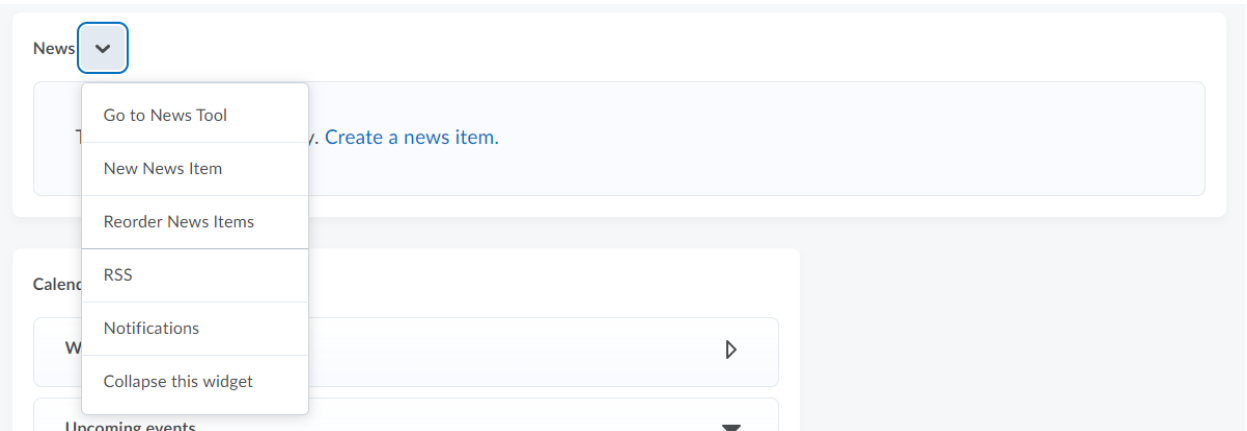


How to Create Announcements in Desire 2 Learn

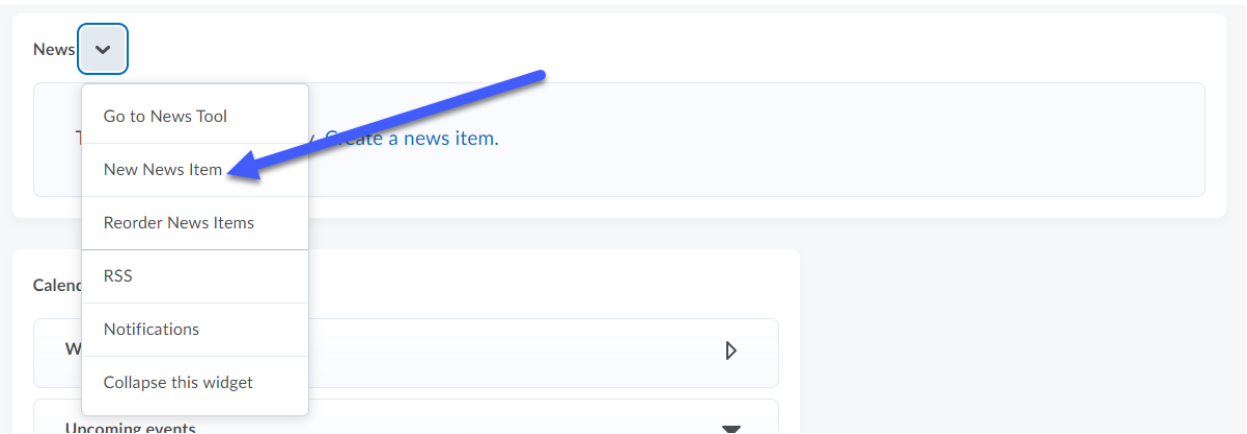
- A. On the Homepage for a course find the News Widget.



- B. Click the drop down next to "News" in the News Widget



- C. Click "New News Item"



D. Enter the headline and content for the news item

New Item

General

Headline *

Content *

Paragraph B I U [List icons] Font Family Font Size [Color picker] ...

[Rich text editor area]

[Bottom toolbar icons]

E. The start date is the date and time at which the news item will start to be visible to students. The end date is the date on which the news item will no longer be visible to students. You could also attach files to the news item, or record video or audio to go along with the news item.

Availability

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the News tool to users with permission to edit news.

Start Date

3/11/2020 2:58 PM Now

United States - New York

End Date

Remove news item based on end date

3/12/2020 12:00 AM Now

United States - New York

Attachments

Add a File Record Audio Record Video

Additional Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Publish Save as Draft Cancel

F. When you are finished with creating the news item, click the Publish button. Your news item will then be saved.