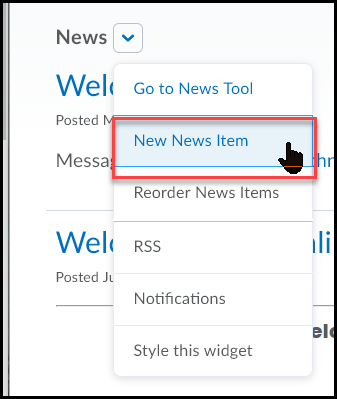
**News**

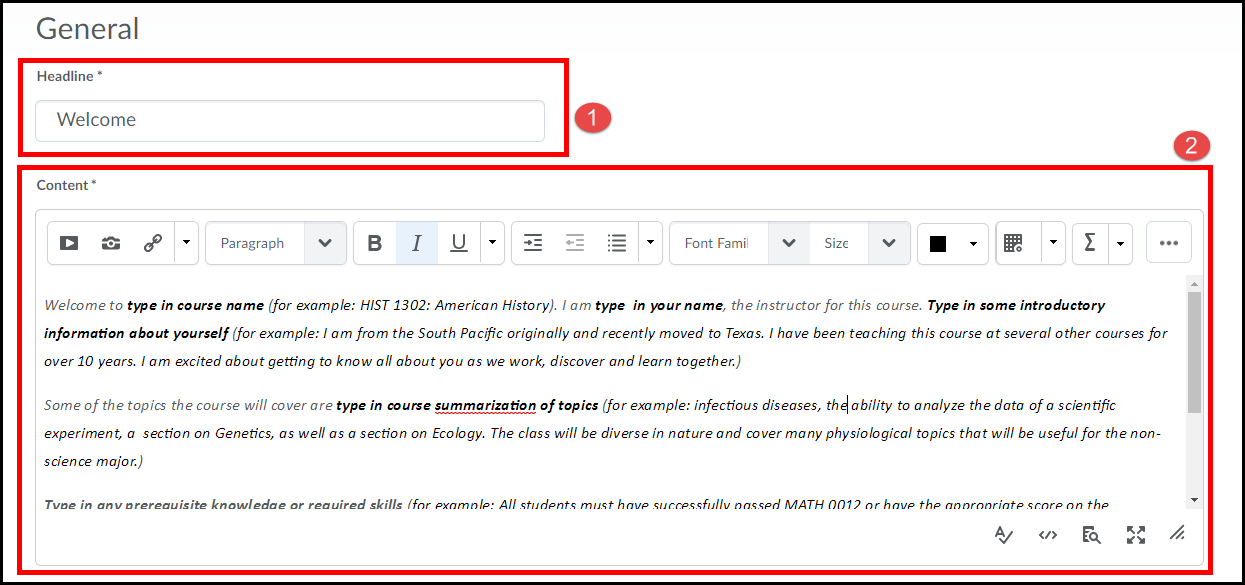
*The News tool is used to post a Welcome message or announcement concerning updated activities and materials for a course.*

**Create a News Item**

1. From the course homepage, click **New** **News Item f**rom the **News** drop-down menu.



2. In the **Headline** text block type in a title (for example: “Welcome” or “Announcement for mm/dd/yy”) (1) and enter your message in the **Content** area (don't forget to do a spell check) (2).



The following is an example of the welcome message I used in the earlier screen shot.

*Welcome to* ***type in course name*** *(*for example: HIST 1302: American History*). I am* ***type in your name****, the instructor for this course.* ***Type in some introductory information about yourself*** *(*for example: I am from the South Pacific originally and recently moved to Texas. I have been teaching this course at several other courses for over 10 years. I am excited about getting to know all about you as we work, discover and learn together.*)*

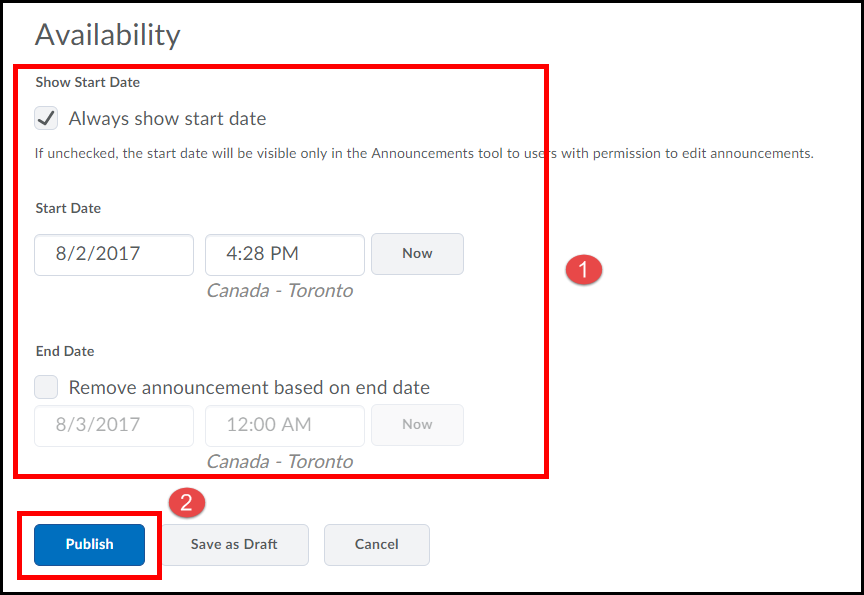
*Some of the topics the course will cover are* ***type in course summarization of topics*** *(*for example: infectious diseases, the ability to analyze the data of a scientific experiment, a section on Genetics, as well as a section on Ecology. The class will be diverse in nature and cover many physiological topics that will be useful for the non-science major.*)*

***Type in any prerequisite knowledge or required skills****(*for example: All students must have successfully passed MATH 0012 or have the appropriate score on the placement test. If you are unsure, please speak with the instructor.*)*

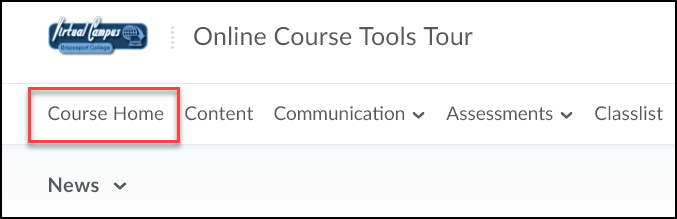
*Again, I look forward to working with you this semester. If you have any questions please email me at* ***type in your email address****.*

***Read ALL the following Navigation and First Week Assignments information before entering other course areas.***

3. You can include a **Start and End date** for the announcement if you prefer (1). Once the message is the way you want it, click on the **Publish** button (2).

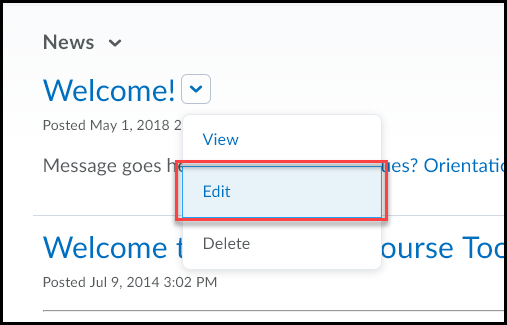


4. To return back to the course homepage click on **Course Home** from the navigation bar.

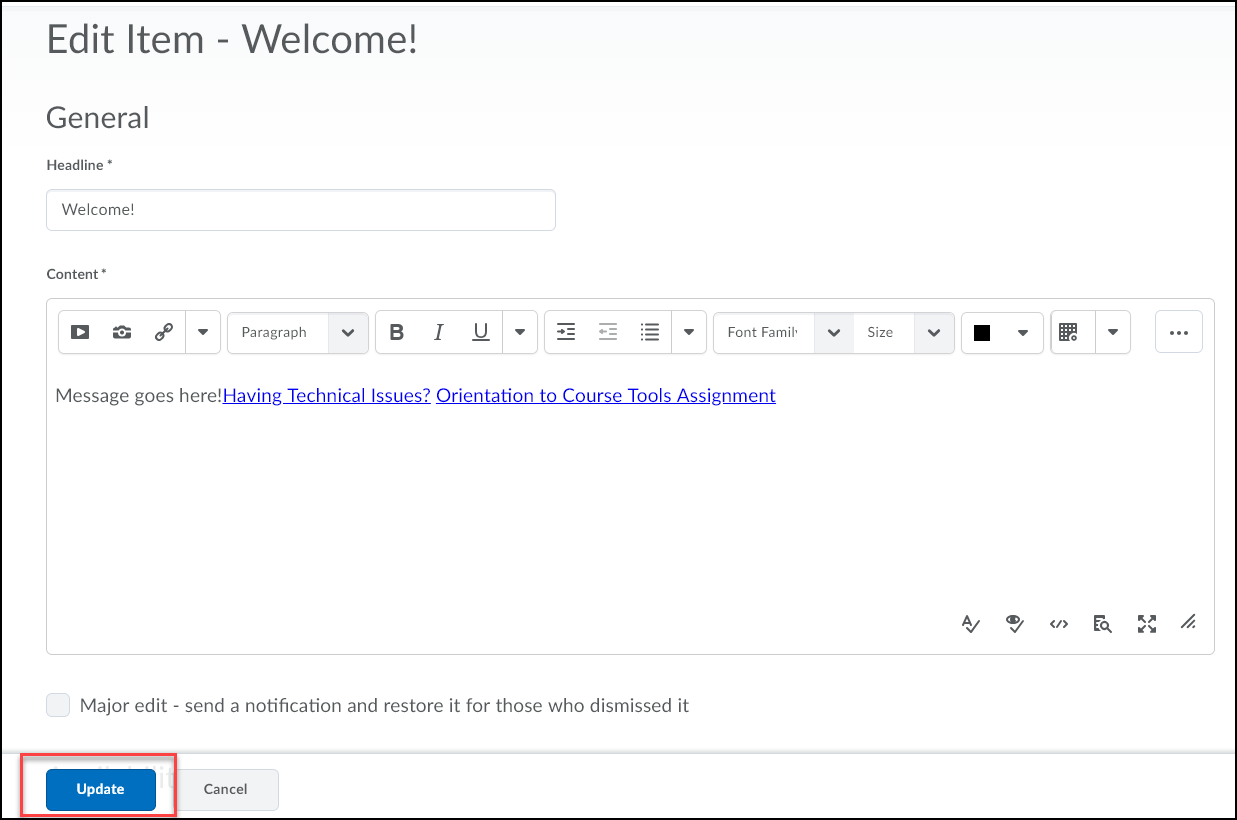


**Edit a News Item**

To edit a **News** Item, click on **Edit** from the drop-down menu of that **News** item.



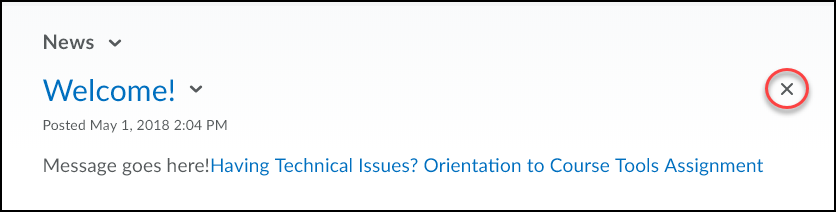
Edit the **News item** as necessary [*if you are editing an item that was posted for more than just a minute or so, check the box for "****Major edit****" so that it will restore the item for those who may have dismissed it*]. Click the **Update** button when done.



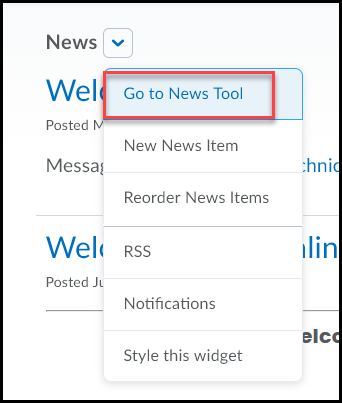
**Dismiss option**

Everyone has the ability to dismiss an Announcement. Dismissed items can be accessed at any time.

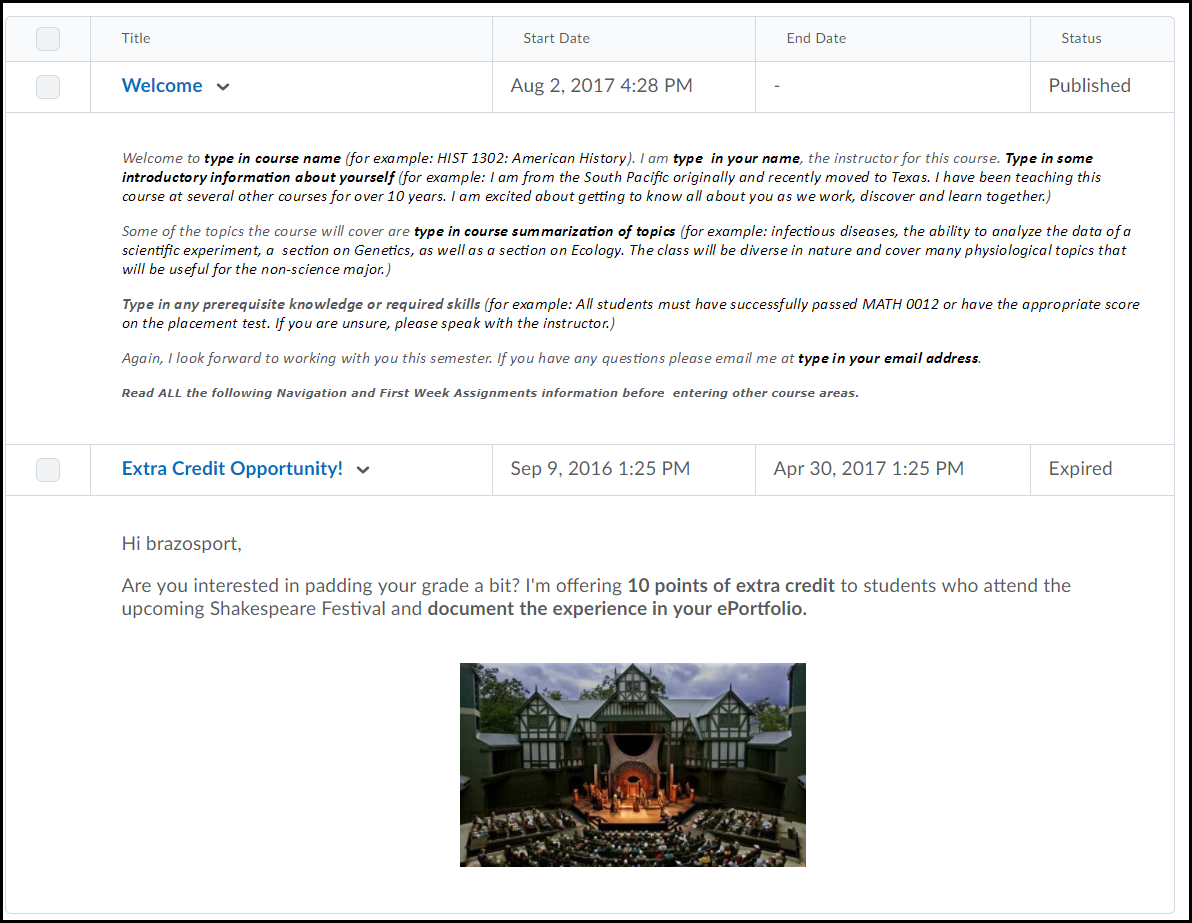
To dismiss an item, click on the **X** link located to the right of the **New’s** title.



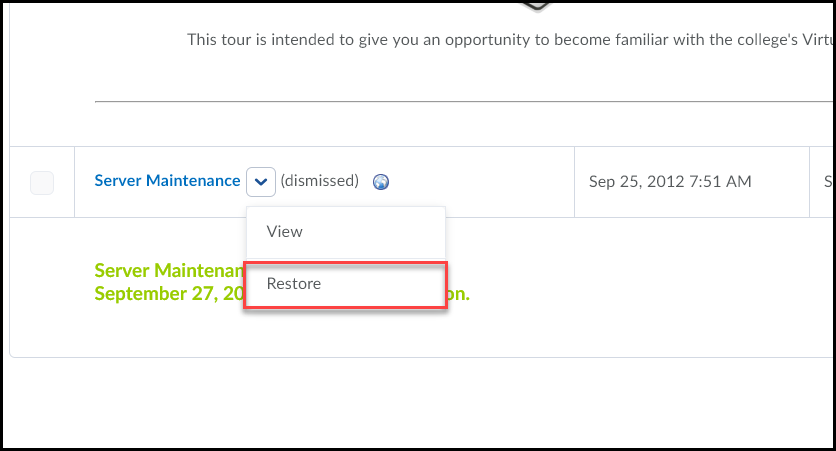
To view Dismissed items, click on the pull down menu next to "Announcements" and select **Go to News Tool.**



Here you can view all dismissed News item (along with all **News** items you have created).



To **Restore a Dismissed News** Itemclick on the pull down menu next to its name and select **Restore**.

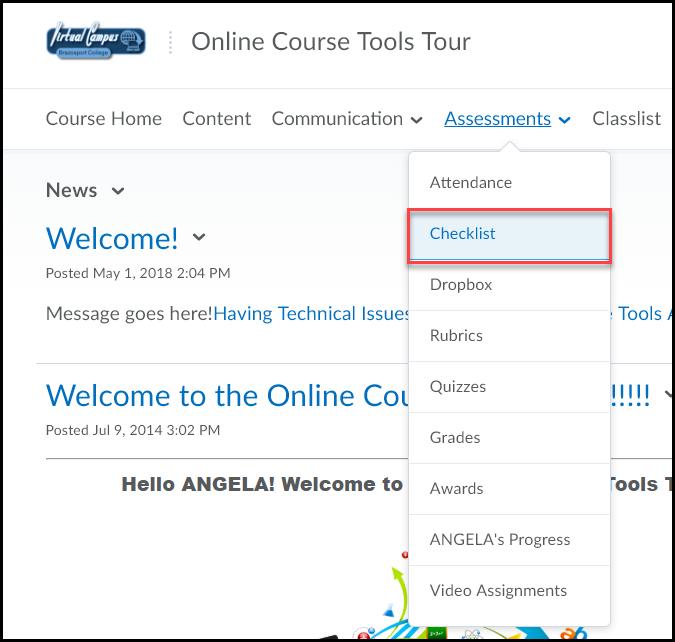


**Checklists**

*Checklists are used to highlight important items such as assignments, quizzes, and readings which need to be completed by the student.*

**Add a Checklist**

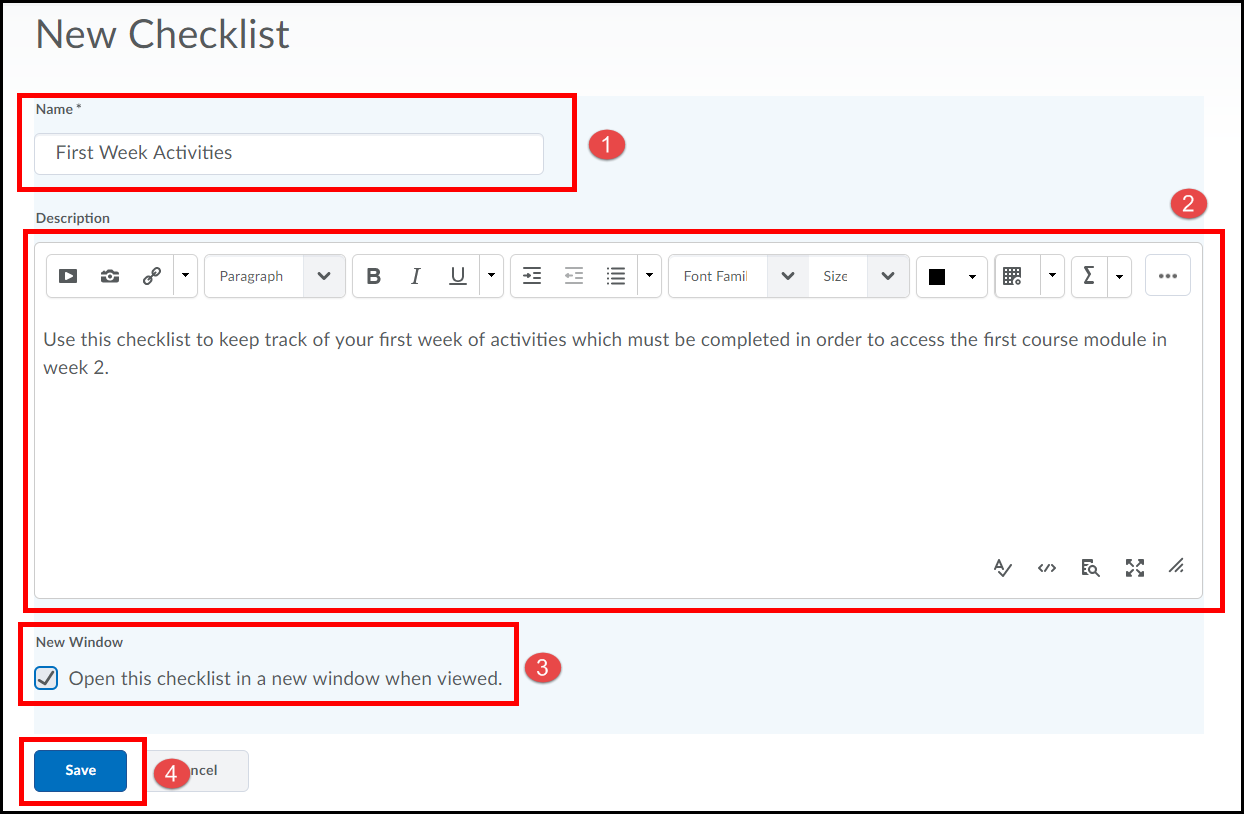
1. Click the **Checklist** link in the **Assessments** drop-down selection menu on the navigation bar.



2. Click the **New** **Checklist** button.

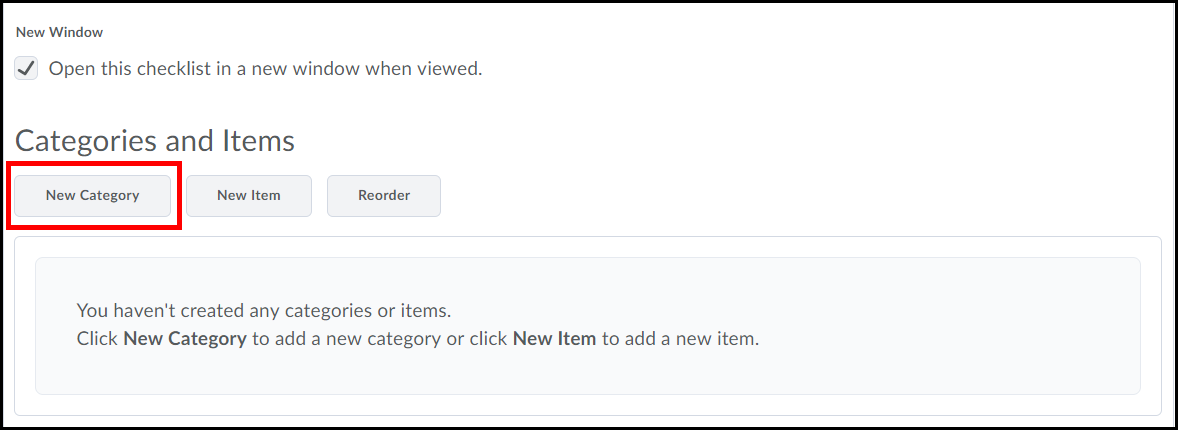


3. Enter a **Name** for the list such as “First Week Activities” or “Assignment 1” (1) and enter a **Description** (2). Check the box to **Open this checkbox in a new window when viewed**, this option will allow students to have the checklist open as they work in the course (3). Click the **Save** button (4).

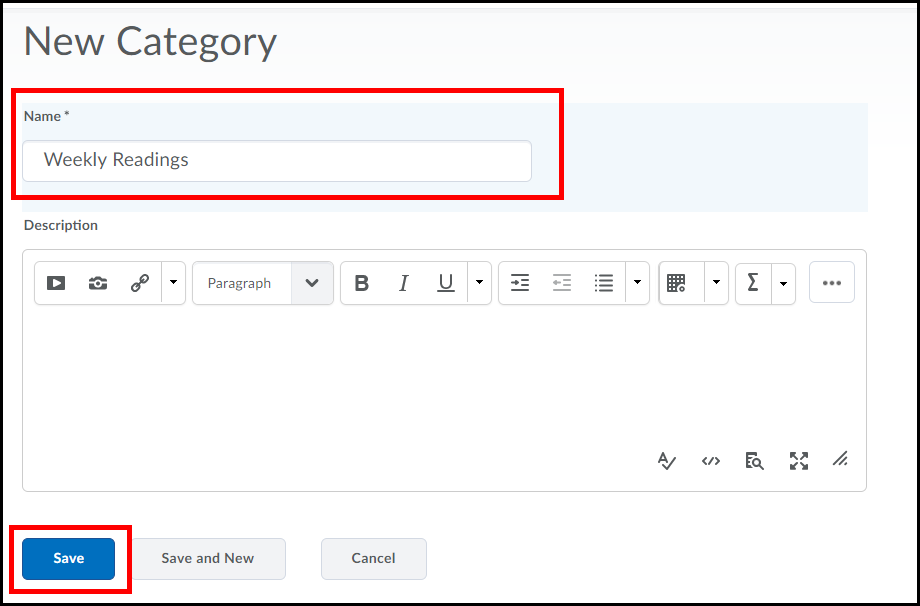


**Add a Category to the Checklist**

1. Click the **New Category** button near the bottom of the page.



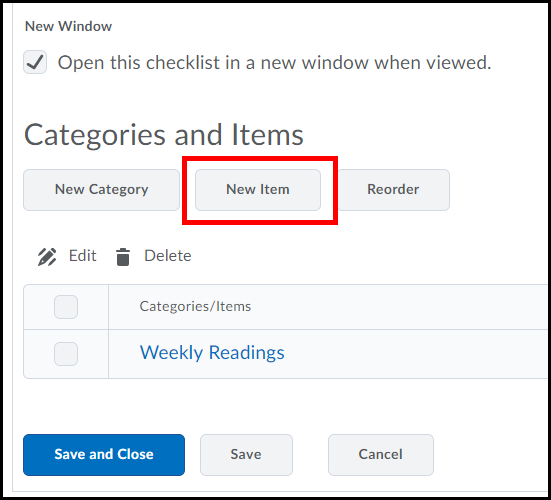
2. Enter the **Name** of the category [*In this case it will contain all items that need to be read for the first week of class, so we will call it "Weekly Readings"*] (1). Click the **Save** button when done (2).



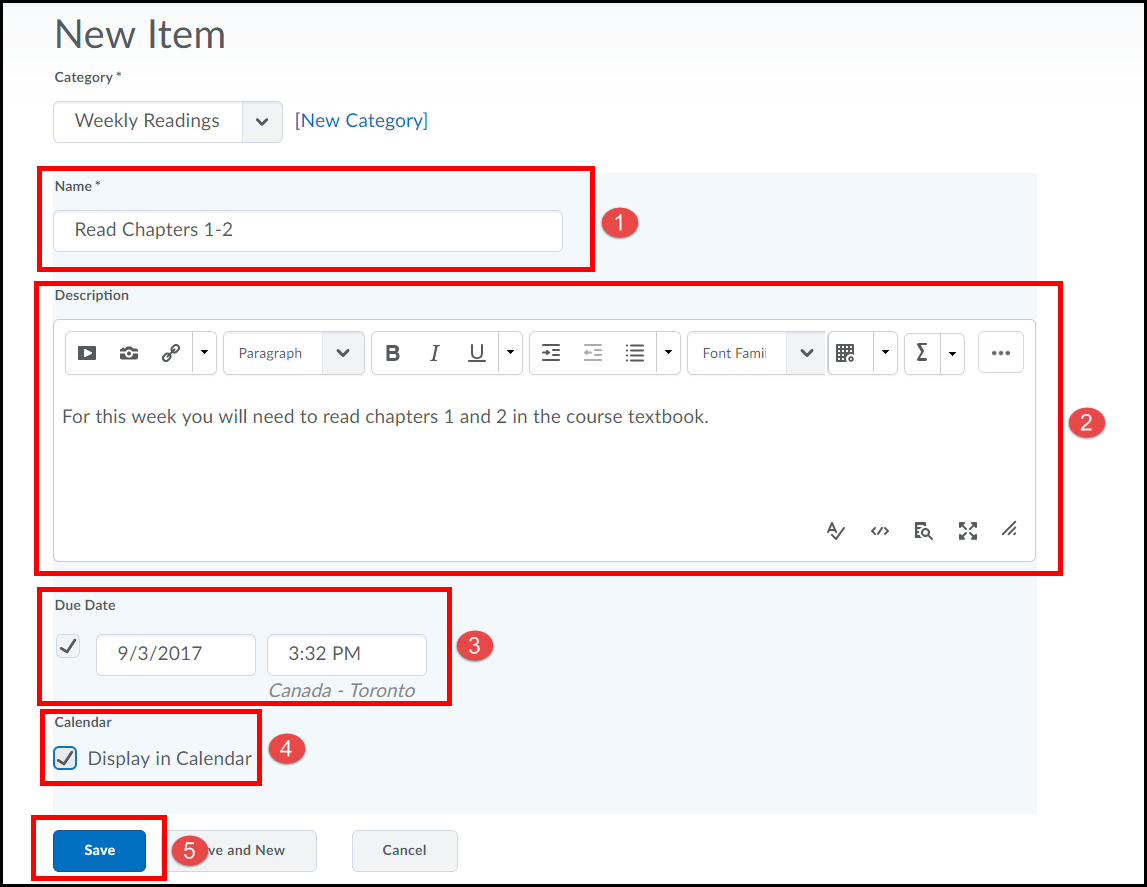
**Add a New Item**

Now that we have our category, we need to add the actual items we want students to complete.

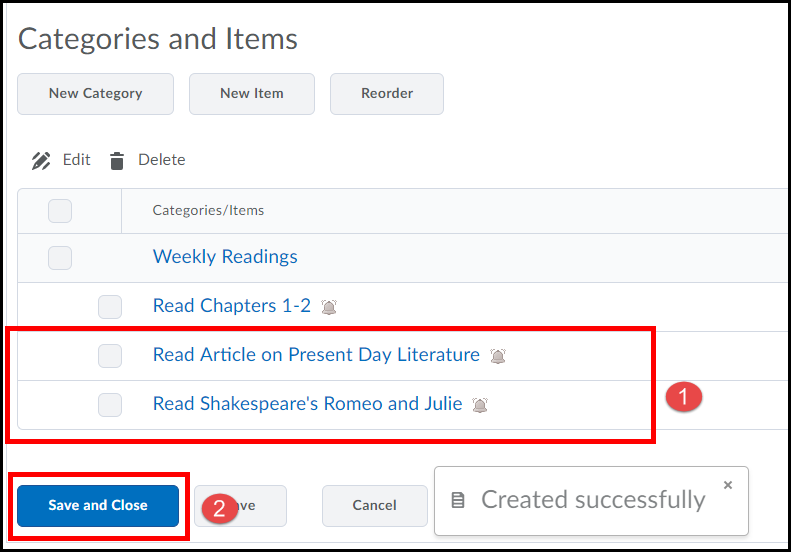
1. Click the **New Item** button located near the bottom of the page.



2. Enter a **Name** for the item (*example: Read Course Announcements*) (1), add a **Description** (2), enter **Due Date** information (if applicable) (3), select the **Calendar** checkbox to “*Display in Calendar*” (4), and click the **Save** button (5).

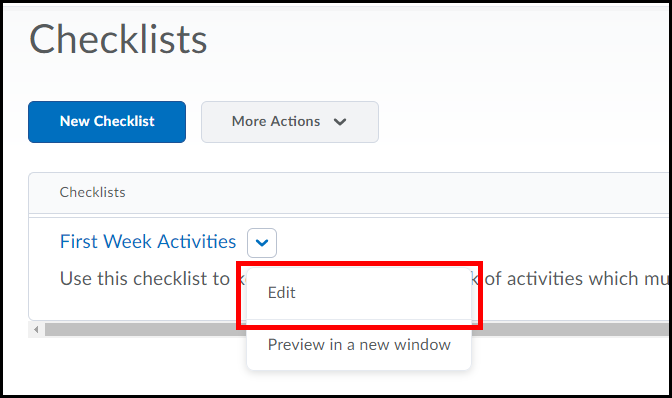


3. Continue to add **New Item**(s), as you did in the previous step, to your checklist category. In the following image I added 2 more items: *Read Article on Present Day Literature,* and *Read Shakespeare’s Romeo and Julie* (1). Click the **Save and Close** button when done adding each item (2).

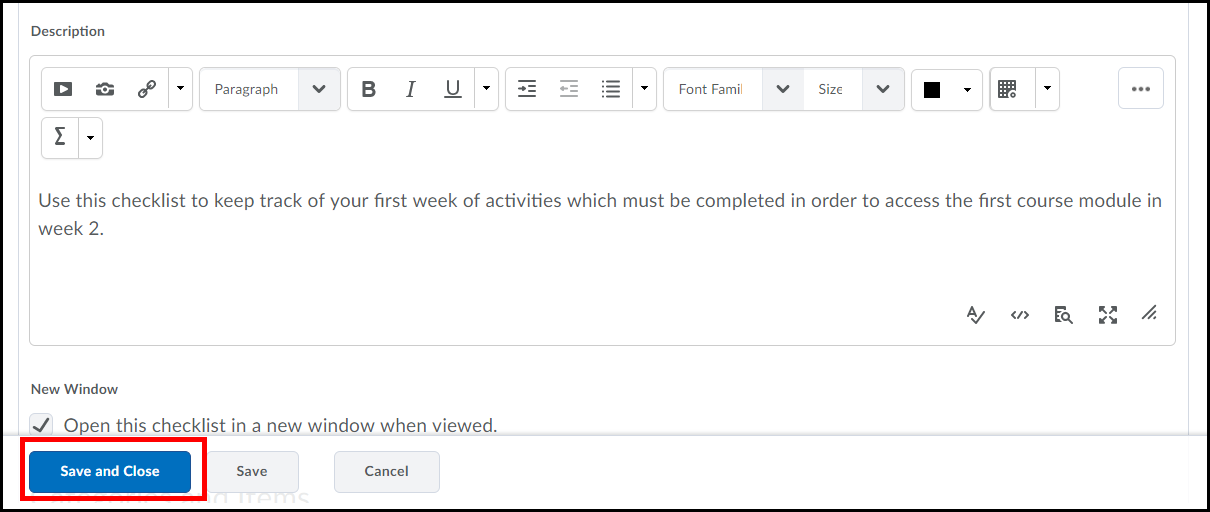


**To edit a Checklist**

1. Click on the drop-down menu next to the Checklist name and select **Edit**.



2. Edit the checklist as necessary and click the **Save and Close** button when done.



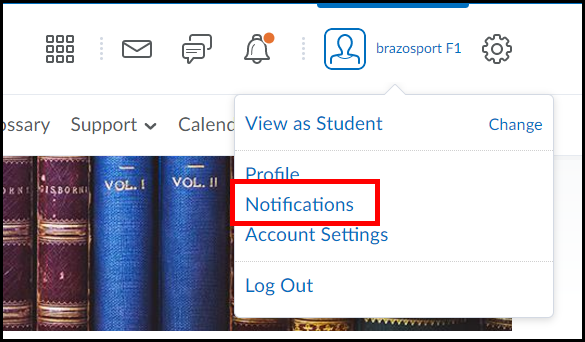
**Notifications**

The Notification tool allows users to receive instant notifications about course activities such as grades, new discussion posts, upcoming quizzes, Assignments due dates and Announcements

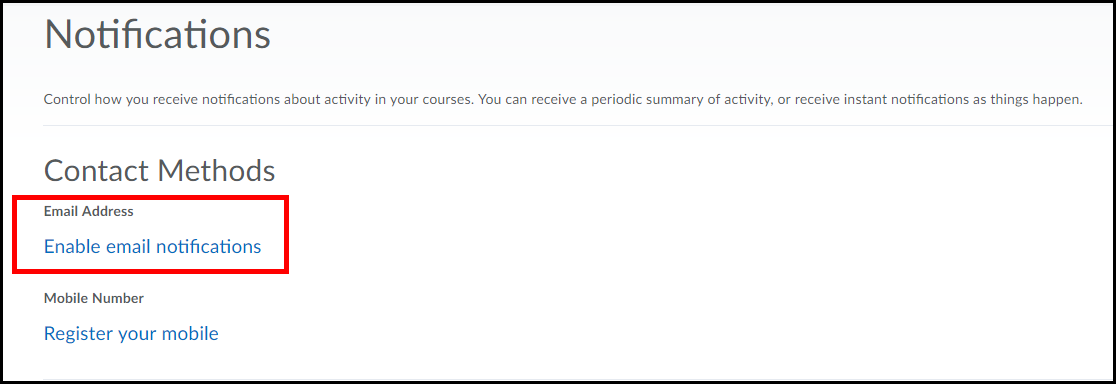
**Setting Notifications**

*Email Notifications*

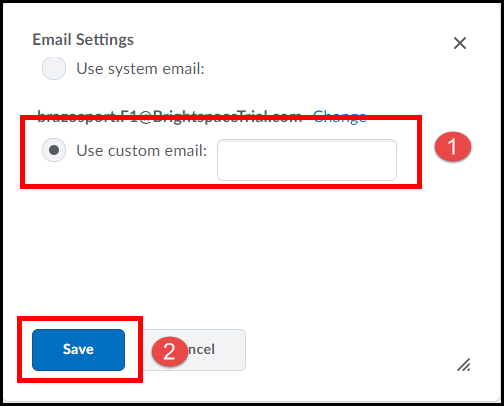
1. To enable notifications click on your log in name located on the right of the mini bar.



2. Click **Enable email notifications**.

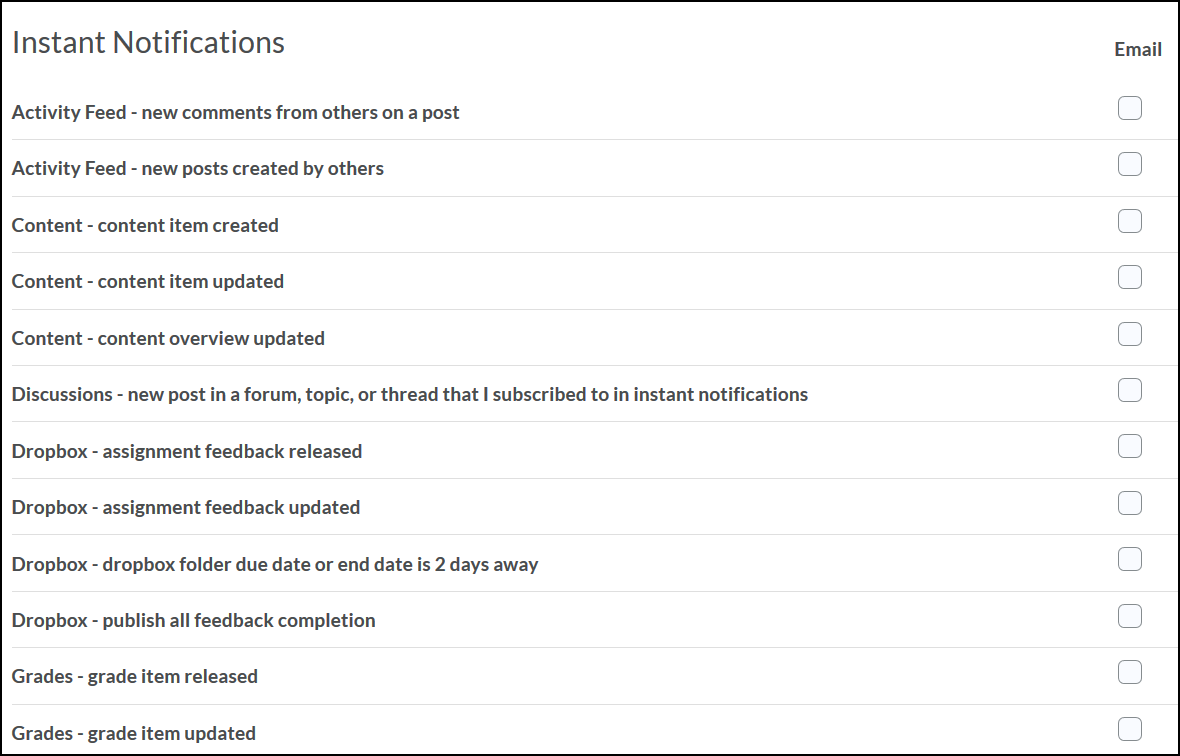


3. Click the radio button for **Use custom email:** and enter an external email address (Gmail, Yahoo, etc.) (1). Click the **Save** button when done (2).

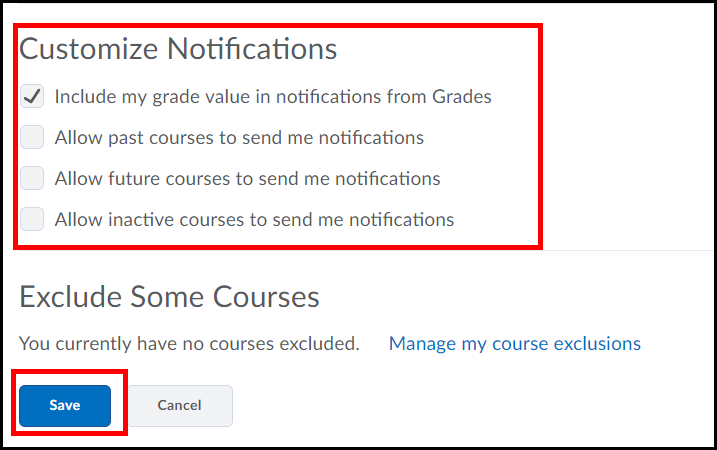


4**.** Under the header for **Instant Notifications**,check the checkbox(s) for each instant notification you would like to receive.

**Note: you MUST have enabled Email in order to check notification boxes.**



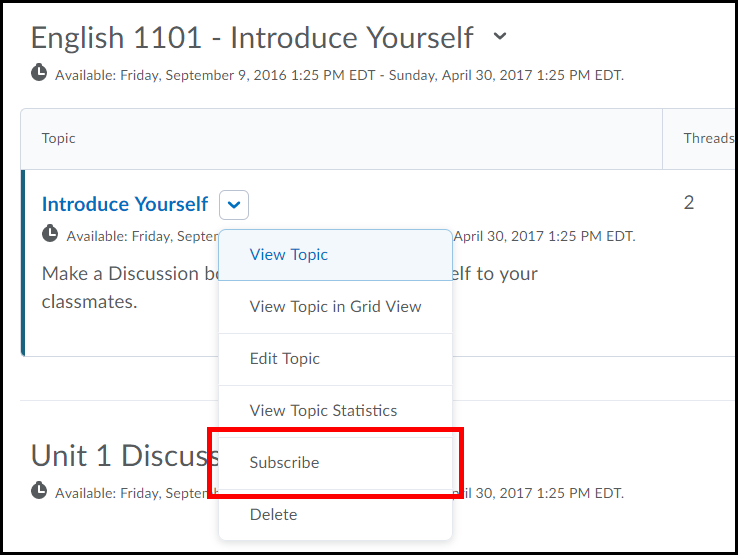
5. Under the header for **Customized Notifications** (1), make desired selections and click the **Save** button (2).



*Subscribing to a Discussion Forum*

Note: if selecting to receive an instant notification from **Discussions** you MUST enter the Discussions area and select to "**subscribe**" to a particular Forum or discussion topic in order to receive your notification.

To subscribe in Discussions, click on the **Drop-down menu** next to a discussion topic or forum and select **Subscribe** (NOTE: You will receive a notification each time someone makes a post.).



**Notification Alerts**

*Update Alerts*

Update alerts show new instant notification you subscribe to such as grades, Announcements items, Assignments, Quizzes, etc….

|  |
| --- |
| 1. Whenever you receive a new Update alert you will see an **orange dot** appear above the Update alerts icon, in the alert minibar located near the top right corner of the page. |
|  |
| 1. Click on the **Update alerts icon** to view the new alert(s). |
|  |
| 1. Clicking on a listed alert will take you to the specific tool (Quiz, Assignments, Announcement, etc.) that the alert is for.   *Message Alerts*  Message alerts shows notification alerts for any new emails or Pager messages you have received.   1. Whenever you receive a new Message alert you will see an **orange dot** appear above the Message alerts icon, in the alert minibar located near the top right corner of the page. |
| 1. Click on the **Message alerts icon** to view the new alert(s).      1. Clicking on a listed alert will take you to the specific tool (email or pager) so you can read or reply to the message you received. |

**Subscription Alerts**

Subscription alerts show new discussion posts in forums, topics, and specific message threads to which you have subscribed.

|  |
| --- |
| Whenever you receive a new subscription alert you will see an **orange dot**  appear above the Subscription alerts icon , in the alert minibar located near the top right corner of the page. |
| C:\Users\bbrown\AppData\Local\Temp\SNAGHTMLfdd78e.PNG |
| 1. Click on the **Subscription alert** **icon** to view new posts to the discussions you have subscribed to. |
|  |
| 1. Clicking on a listed alert will take you to the forum, topic, or specific message to which you have subscribed and a new message has been posted to. |
|  |