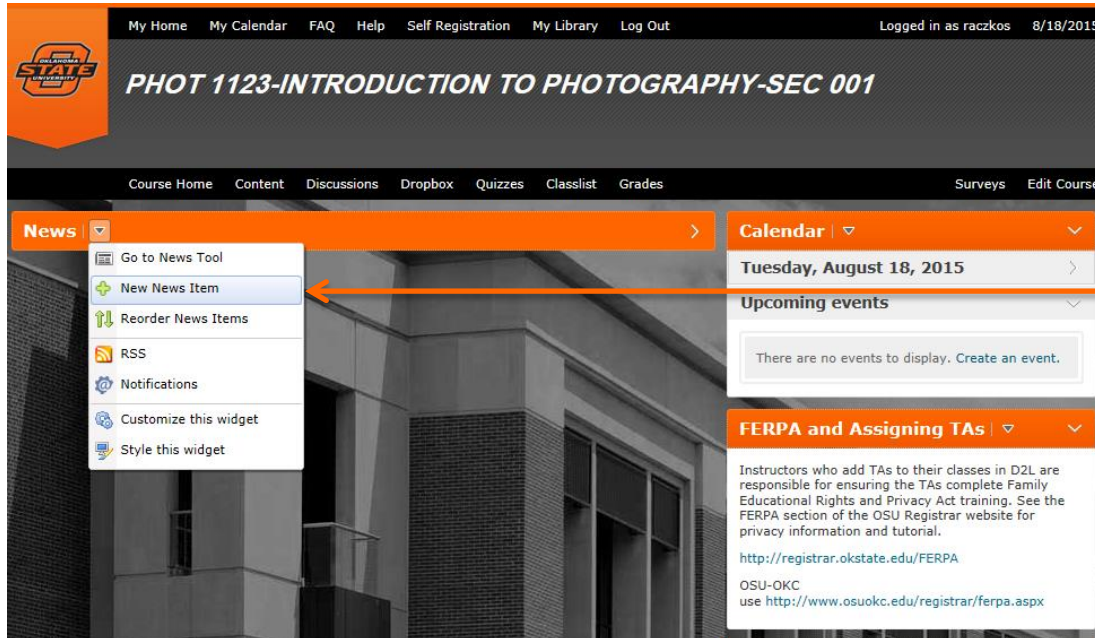


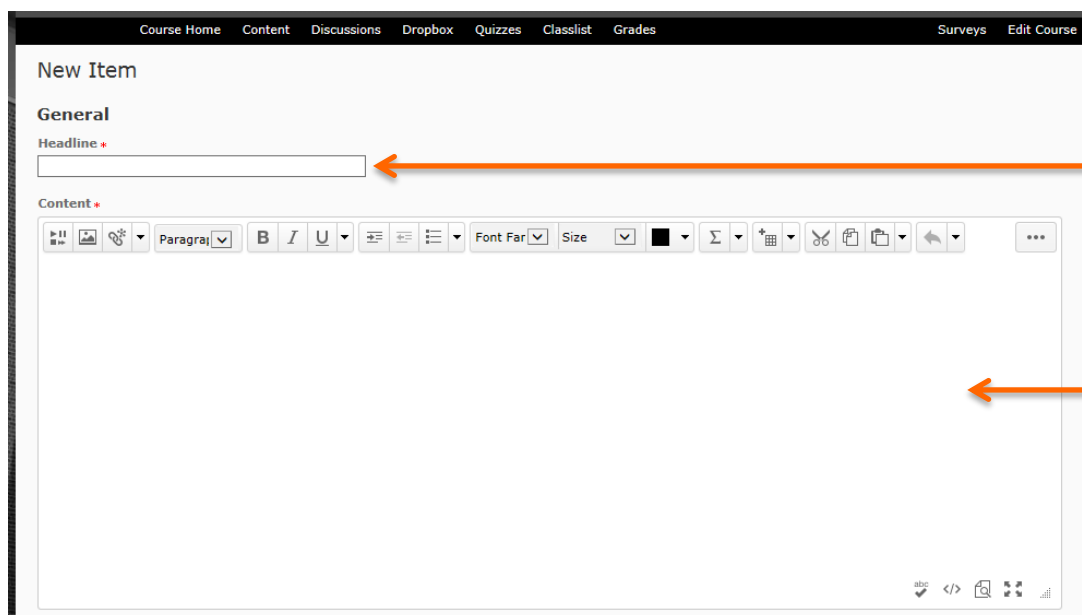


Posting News Updates in D2L

1. In D2L, select the course you intend to edit.
2. From the Course Homepage, click the triangle on News Widget and select **New News Item**.

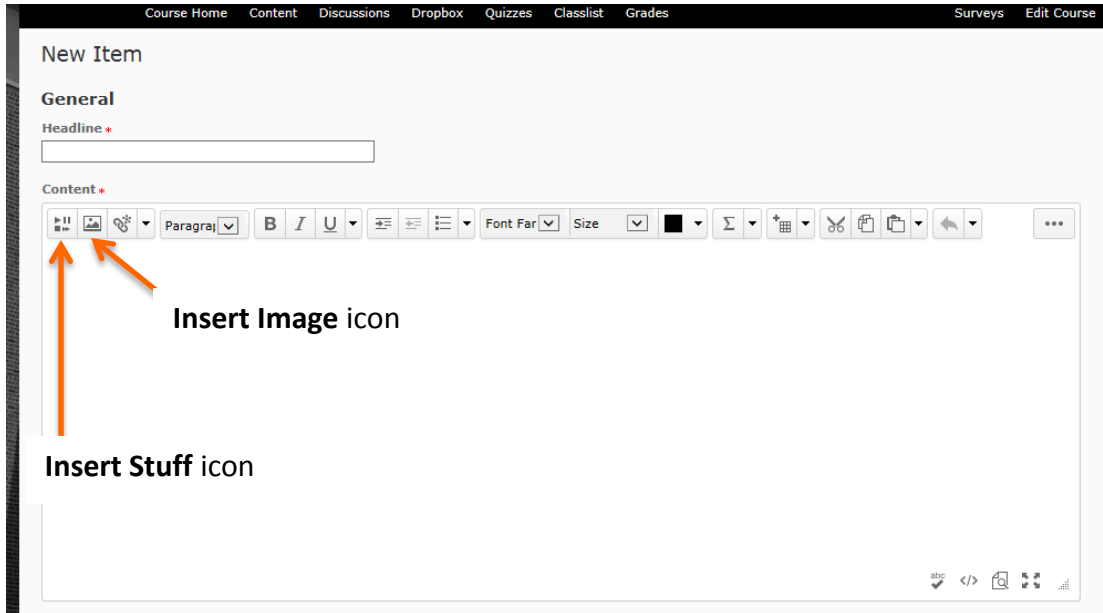


3. Within New News Item, add a **Headline** title and news item **Content**.

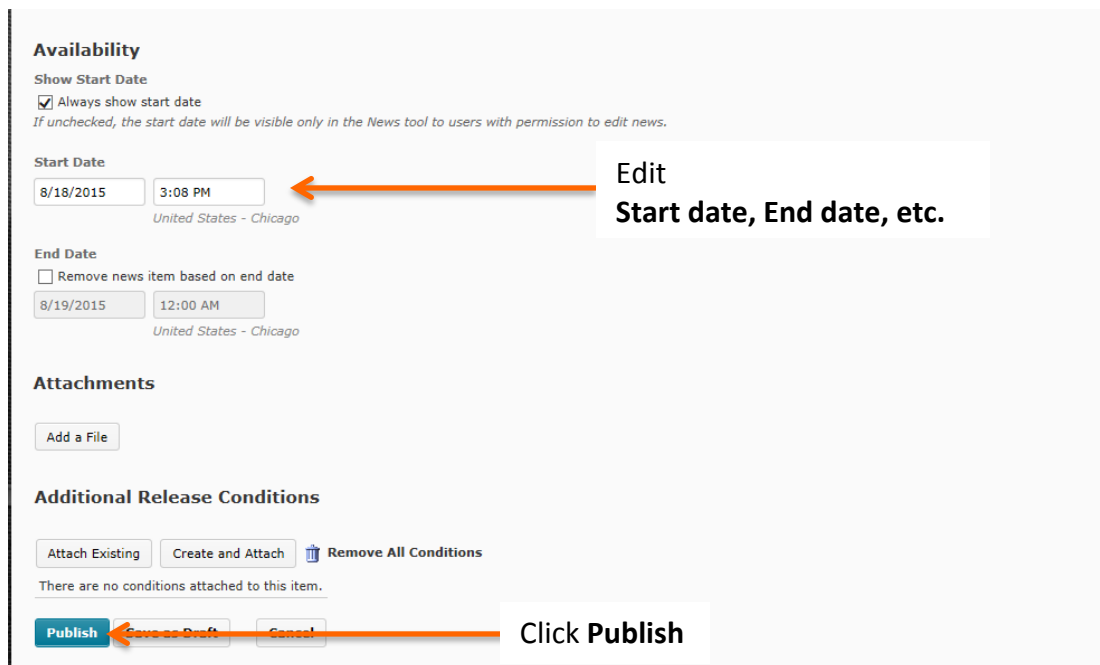




- Attach images by clicking on the **Insert Image** icon, **audio** by clicking on the **Insert Stuff** icon, etc. (optional).



- Set start date, end date, etc. (optional). Click **Publish**. Click **Course Home** tab on the Navigation Bar to see News Update.





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You should now know how to use the News widget to post new updates for your class, how to enrich your news updates with images, and how to specify start and end dates for a given news item.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.