Haskayne "How To"

How to… post announcements and news items in D2L

1. In your D2L course, look for the red navigation bar and click on Communication > News
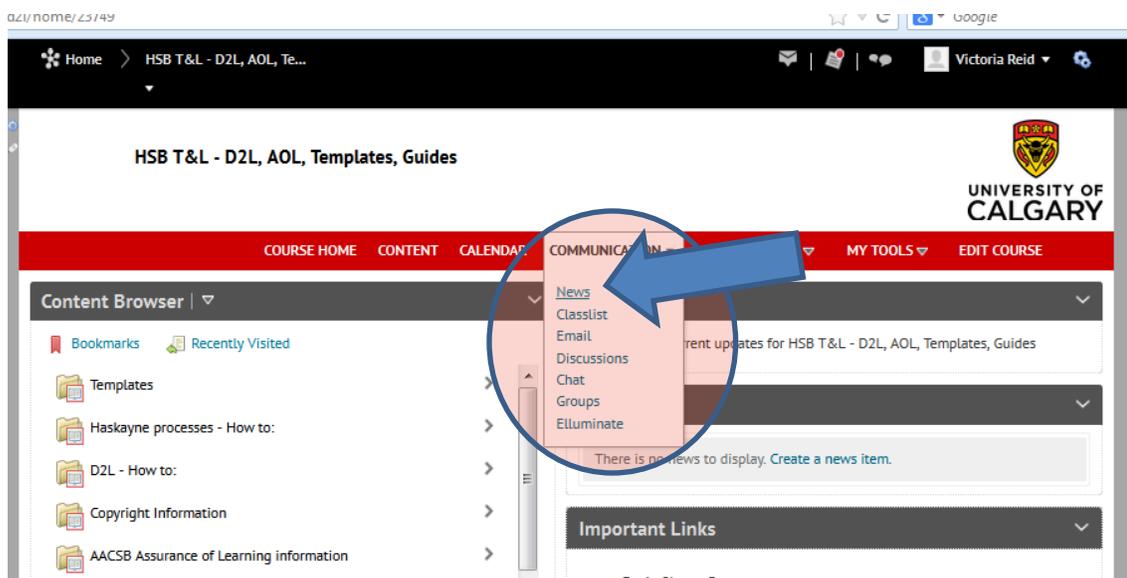
2. Click on the blue "New Item" button
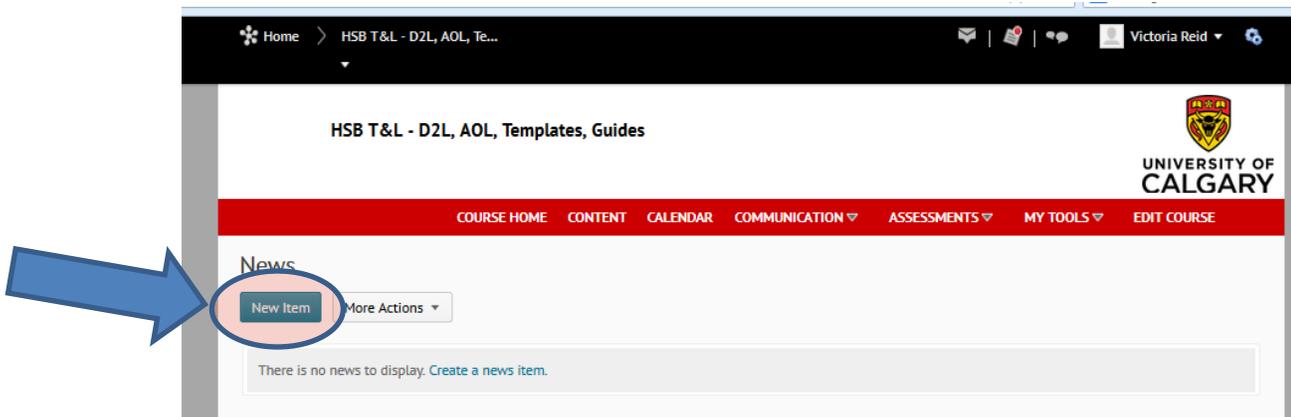
3. You will be taken to a new screen. Compose your news item with a headline and content text. You can also scroll down to include attachments if you wish. When the news item is finished, click the blue "Publish" button. You can also save as a draft if you'd like to wait a bit before posting it.