How to Create a News Item in D2L
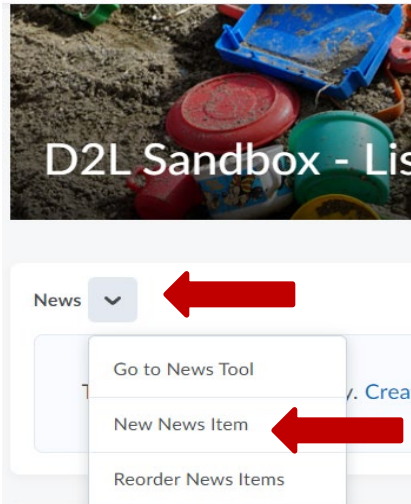
1. From your D2L course home page, click the News dropdown menu and select "New News Item".

2. 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

Note: Did you know that Microsoft makes use of its own modified version of web language (HTML)? This can be a problem when copying directly from Word or PowerPoint to author D2L news items, email or instructions in a text window. The Microsoft code tends to conflict with how D2L is set to render standard HTML.

There are two remedies:

1. Compose a message from scratch inside the HTML window in D2L. Use the D2L text formatting tools to bold, italicise, or create numbered/bullet lists.

2. Copy an existing message from Word into Notepad (PC) or TextEdit (Mac). Next, select and copy the message from Notepad or TextEdit into the HTML window in D2L. Use the D2L text formatting tools to bold, italicise, or create numbered/bullet lists.