

Introduction to Course Studio: Lesson 6

Managing News

What constitutes a news article depends on what you want it to be. A news article might be only an informational announcement of a speaker or an exhibit at an art museum. It might be a summary of an article you have seen in the print media. It might even be a full-blown treatise on something of interest to the class.

Posting a News Article

You have been talking with your class about enterprise security and want to post a news article summarizing its objectives. Click on **Manage News** in the **Content Tools** menu.



This is very much like managing links, which we looked at in the previous lesson. At first, the “Manage News” page will have no content.

Click on **Post a new article**.

The screenshot shows the "Manage News" page for the course "An Introduction to Computers" dated May 17, 2009. The page has a left sidebar with "Course Tools" and "Content Tools" menus. The main content area is divided into three sections: "Submitted Articles", "Active Articles", and "Inactive Articles". Each section has a table with columns for "Title/Subject", "Posted By", and "Posted On". The "Submitted Articles" section contains the text "There are no submitted articles." The "Active Articles" section contains the text "There are no active articles." and a blue button labeled "Post a new Article" which is circled in red. The "Inactive Articles" section contains the text "There are no inactive articles." The "Content Tools" menu in the sidebar includes "Manage News" which is highlighted in blue.

On the “Post an Article” screen, enter the title of the article and its content. You can paste in the text from another source if you want.

You probably want its status to be active.

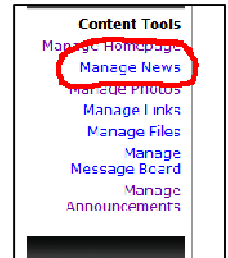
Click on **Post** when you are ready.

You now will see the article listed on the “Manage News” screen.

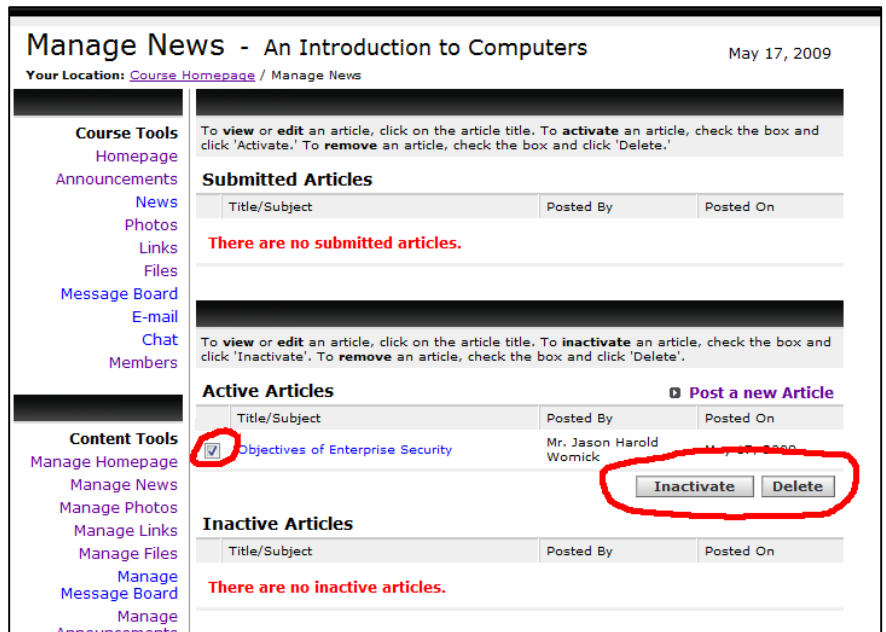
It also will be displayed in the central column on the course Homepage.

Deleting or Inactivating a News Article

To delete or inactivate a news article, click on **Manage News** in the **Content Tools** menu.



Check the checkbox by the name of the article and click on either **Inactivate** or **Delete** according to what you want to do.



Manage News - An Introduction to Computers May 17, 2009
Your Location: [Course Homepage](#) / Manage News

To view or edit an article, click on the article title. To activate an article, check the box and click 'Activate.' To remove an article, check the box and click 'Delete.'

Submitted Articles

Title/Subject	Posted By	Posted On
There are no submitted articles.		

To view or edit an article, click on the article title. To inactivate an article, check the box and click 'Inactivate.' To remove an article, check the box and click 'Delete.'

Active Articles Post a new Article

Title/Subject	Posted By	Posted On
<input checked="" type="checkbox"/> Objectives of Enterprise Security	Mr. Jason Harold Womick	May 17, 2009

Inactivate **Delete**

Inactive Articles

Title/Subject	Posted By	Posted On
There are no inactive articles.		