

Deleting Old News Items in D2L

The screenshot shows the D2L course interface. The 'News' dropdown menu is open, and 'Go to News Tool' is selected. A green arrow points to the dropdown menu. The 'Content Browser' is visible on the right, showing a list of course materials. Below the 'News' dropdown, there is a welcome message and a notice about mandatory on-campus meetings.

If the instructor copies an entire course from one shell to another, he/she will need to delete the news items copied over from the previous shell. Especially if these news items from the previous course do not have expiration dates, the news items will appear in the "News" area of the course (and not make much since because they applied to the previous course).

1. In the "News" area (in the new course in which the content was copied into), choose the dropdown beside "News" and then "Go to News Tool".
2. Choose the select all and "delete". There may be some universal news items that the instructor may choose to keep. There may also be Global News items (with a globe icon) that only administrators of D2L can post/delete.

The screenshot shows the 'News' area in D2L. A green arrow points to the 'Delete' button. The list of news items is as follows:

Title	Start Date	End Date	Status
<input type="checkbox"/> D2L Maintenance Notice	Aug 14, 2015 8:00 AM	Aug 15, 2015 7:00 AM	Scheduled
<input checked="" type="checkbox"/> Welcome to Class!	Jun 7, 2015 6:00 PM	Aug 19, 2015 12:00 AM	Published

Below the table, there is a notice about Brightspace by D2L maintenance and a 'START HERE!' banner. The main content of the 'Welcome to Class!' news item is visible below the banner.