

# TRACORP LMS ADMIN GUIDES

News & Updates

# News & Updates User Guide

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## News & Updates User Guide

### Overview

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News & Updates allows you send information to users on the LMS. The update can either go to all users or those who belong to specific groups. This guide will cover:

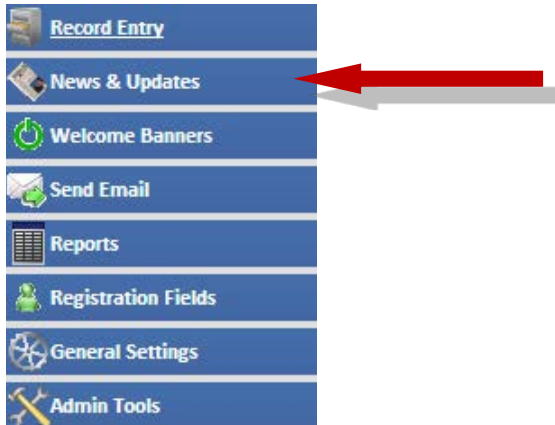
- i. **News Items**
  - a. **Add New News Item**
  - b. **Edit News Items**
- ii. **Student Side**

## News Items

### Add New News Item

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1. On the **Admin Navigation** bar click **News & Updates**.



2. Click **Add New News Item**.



3. Enter all of the required information under the **News Information** tab.

The screenshot shows the 'Add News Item' dialog box with the 'News Information' tab selected. The 'User group' is set to 'All User Groups' with a 'Choose' button. The 'Headline' field is empty. The 'Effective Date' and 'Expiration Date' fields have calendar icons. The 'Effective Time' and 'Expiration Time' fields have dropdown menus. A 'News Item Statistics' box shows 'Will receive message: 1,295' and 'Have read message: 0'. The 'Text' field is a large text area with a rich text editor toolbar. The 'Image' field has a 'Choose File' button and 'No file chosen' text. The 'Required Reading' checkbox is unchecked. 'Save' and 'Cancel' buttons are at the bottom.

- a. **User Group** – Click **Choose** to pop-up with all of the user groups available. To send the news items to specific usergroup(s), click the desired group, then click **Select Usergroup**.

The screenshot shows the 'Choose A Usergroup' dialog box. It contains a list of user groups with expandable icons and counts in parentheses: 'All User Groups', '! Hotel 1234 (0)', '10747.1 Six Sigma (5)', '2013 Conference (0)', '508 Compliance Testing (0)', 'Customer (21)', 'DPelland (0)', 'EC Group (0)', 'Everyone (1)', and 'HFS HIS Sensors (0)'. A 'Select Usergroup' button is at the bottom right.

- b. **Headline** – This is the title of the news item. This is the first thing the user will see when the news item displays.
- c. **Effective Date/Time** – Here you will choose the date and time for the news item to show. This is perfect if you want to preemptively get news up on the LMS before you are ready to share.

- d. **Expiration Date/Time** – This is the date and time that the news item will no longer be visible to users on the LMS.
- e. **Image** – This allows you to pick an image to display with the news item. The maximum image size allowed is 250x250 pixels. Larger images will be resized.
- f. **Required Reading** – When this check box is selected, users are required to read the news item after logging in and before they can do anything.

4. The **Email Information** tab is optional.

**Add News Item**

News Information | **Email Information**

Send selected administrators an email when users have unread news items.  
 Check Notify Students to send to the student. Check Notify Admins to send to the administrators you select below.  
 Use the Email Users (To) and Email Users (Cc) to add admins.  
 Enter the number of days (This will be the number of days past the effective date the email has gone unread).

Notify Student:

Notify Admins:

Number of Days:

**Send Email To:**

+ Email Administrators Double-click on a user below to remove them

Username	First	Last

Save Cancel

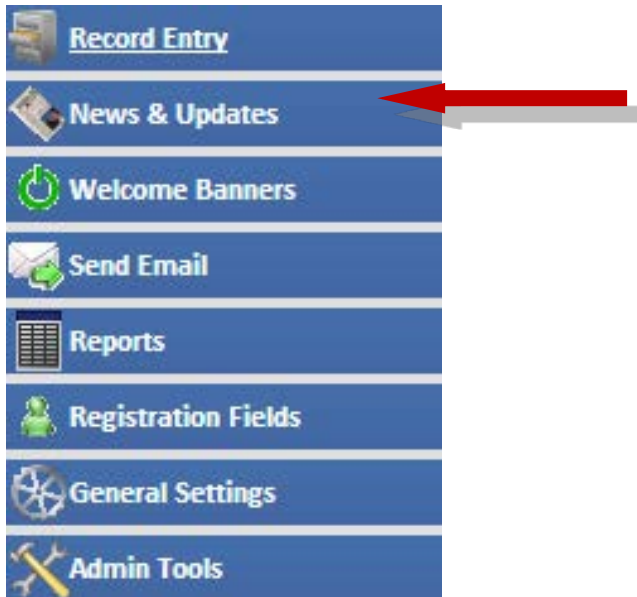
- a. **Notify Student** – Check this to send an email to students who have not read the news item.
- b. **Notify Admins** – Check this to send an email notifying Admins of student have not read the news items.
- c. **Number of Days** – This number will tell the LMS when the email about unread news should go out. It is the number of days after the news item became visible to users.
- d. **Send Email To** – This is where you select the Admins who will receive the email based on the **Notify Admins** checkbox.

5. Once everything has entered and marked, click **Save**.

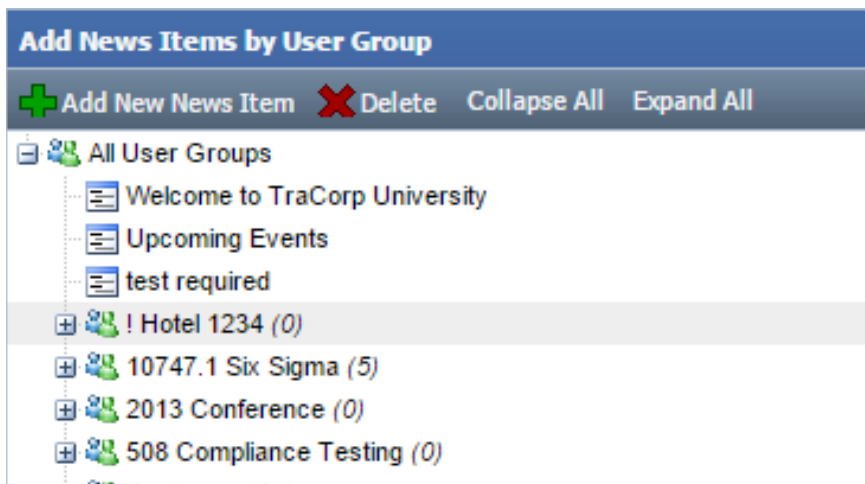
## Edit News Items

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1. On the **Admin Navigation** bar click **News & Updates**.



2. Double click the news item that you want to edit.



3. All settings are the same as when you set up the news item initially. The only new item is the **Active** check box. When unchecked, the news item will not display to anyone even if the expiration date has not passed. For all other options, please refer to **Add New News Item** steps 3 and 4.

The screenshot shows the 'Edit News Item' dialog box with the following details:

- News Information** tab is selected.
- User group:** All User Groups (with a 'Choose' button).
- Headline:** Welcome to TraCorp University
- Effective Date:** 10/17/2013
- Effective Time:** 5:00 pm
- Expiration Date:** 1/17/2019
- Expiration Time:** 6:00 am
- News Item Statistics:**
  - Will receive message: ~1,295
  - Have read message: 487
- Text:** A rich text editor containing two paragraphs:

**TraCorp and its sister company, The GMarie Group (GMG),** are long-term suppliers of digital curriculum and professional instructional design services respectively to the commercial and government markets.

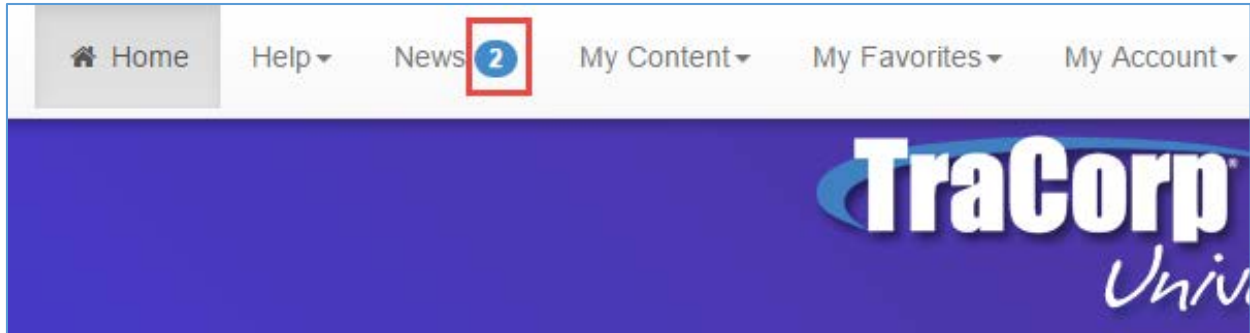
Both companies are headquartered together in facilities they own and operate in Phoenix (Glendale), AZ with satellite offices in Atlanta, GA and Jacksonville, FL. The building was specifically created for the development of online learning and related educational services. It houses video and audio studios along with creative workspace for instructional design, computer science, graphic design, illustration and animation staff members. Core services include digital curriculum, classroom training, facilitation and a hosted Software as a Service Community Learning Management System (LMS).
- Replace Image:** Choose File (No file chosen)
- Active:**
- Required Reading:**
- Buttons:** Save, Cancel



## Student Side

Students will see the following screens when they go to look at the news on the LMS.

- A. Unread notifications will in the Navigation bar



- B. Students will see this screen when they go to the news page.

