

# News Articles

## How to create a news article and embed it into a page

### How to create a News Article and embed it into a page

#### What is a News Article?

A news article is a tool within the MLE that allows you to add current news (with images) to any learning module page (or homepage), including a course or community homepage. A summary of the articles is displayed on the chosen page. When the [more...](#) link is clicked the full article will open.



#### Sports Day is a Runaway Success!!!

For the fifth year running the greens were the overall winners of sports day. [more . . .](#)



#### New School Uniform

The colour of the school uniform is set... [more . . .](#)



#### School Trip to the London Eye

The recent school trip to the London Ey... [more . . .](#)

#### Steps in creating a News Article





There are four steps to create a news article:

- Step 1 - Decide where the news articles will be displayed
- Step 2 - Create a news folder
- Step 3 - Create the news articles within the news folder
- Step 4 - Insert the news article into the chosen page

#### Where to place the News Articles

A news article should be placed where people who are interested in the news can easily find it, for example:

- News for **parents** could be placed within a learning module page in the website area of the platform
- News for a **class or group** of people should be placed on to a course or community homepage that they are all a member of
- **General internal** news could be placed on a learning module page situated within a private area of the platform

News articles are created within a  yellow folder, In a course or community this will be within the  **Resources** folder, in a learning module page this will be inside the  learning module folder's  documents folder.

#### Create the News Folder

1. Open the folder where the news article is to be created.

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2. Click  and select,  News Folder, click .

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3. Name the folder, e.g. Latest News, then click **next**.

New >  News Folder

**Step 1:**

What would you like to call it?

In which folder should this be created?

**browse**

**cancel** **next**

This will then give you the option to show articles in reverse order. Then select **done**.

The news folder will now be shown.

Files / help / accounts / screenshot / web / Public News **log out**

Welcome,  screenshot.help. This is your digitalbrain:

**View as**  
**Icons**

**Item Order**  
**Sort by Name**  
**Sort by Type**  
**Preset Order**

**News Folder 'Latest News' created**

**new** **edit** **view** **cut** **copy** **paste** **delete** **upload** **download** **url** **access** **browse** **tag**


Folder : Public News

select name

 Latest News

select name

4. The next step is to create the news articles within the folder, click onto the folder to open it.
5. Click **new** and name the news article.

New >  News Article

**Step 1:**

What would you like to call it?

In which folder should this be created?

**browse**

**cancel** **edit**

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6. Click **edit**. This will then bring you to the following editing page.

- Enter a headline; this can remain the same as the article name.
- Upload a media file such as an image or sound file.
- Add a copyright URL if required.
- Add a link if required.
- Add alternative text for your media file (which will be read by screen readers).
- Add the content of the article in the editing box at the bottom of the screen.
- Click **Insert** to add further images or other media files.

7. Click **Save**, the article will now be listed.
8. To add further articles, repeat steps 5 - 7.

### Inserting the articles into the page

1. Begin at the page where the article is to be embedded and click  **Edit** from the Digitalbrain toolbar.
2. Once within the correct section of the page (for learning module pages) click **Insert**.

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- Click **browse** from My Digitalbrain.

### Insert into document

#### From digitalbrain

Location:  **browse**

#### From my computer

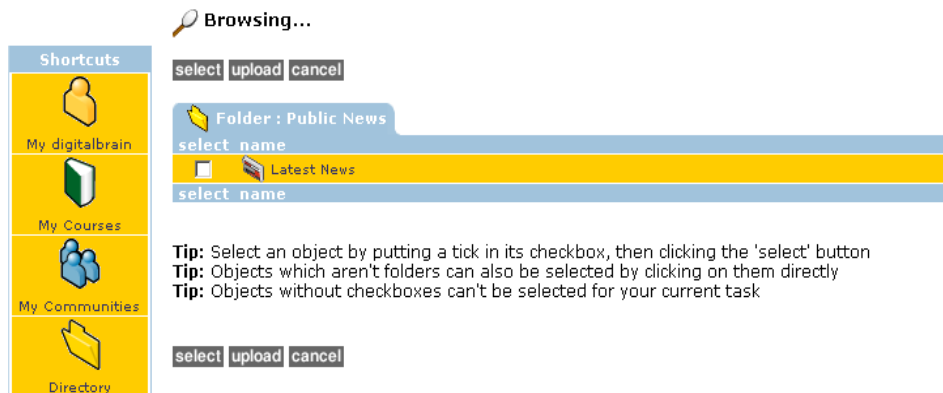
Filename:  **Browse...**

Don't check for image size

**ok**


**cancel**

The folder listing of your Digitalbrain will now be displayed. Work through this listing to find the folder with the news folder in.



- Select the news folder and click **select**.
- Click **ok**. This will place the news folder icon onto the editor.
- Click **Save**.
- The articles should now be displayed within the page.

### Editing the news articles

- To edit any of the news articles from the page they are embedded into, click onto the [more...](#) link.
- From this page click onto the  **Edit** icon from the Digitalbrain toolbar. This will open the editing page used to create the article originally.