The News tool uses RSS news feeds to bring the latest news on a particular topic to your worksite. They provide continuously updated content that appears in your site.

RSS: To set up your worksite to display an RSS feed, you specify a URL that points to an RSS news feed.
- You can find RSS feeds by using an Internet search engine such as Google or Yahoo. The News tool reads and displays content from RSS news feeds.
- You can add more than one News feed when you set up your site, or at a later time.
- In addition to news, some websites use the RSS format for information that is updated often, such as blogs (web logs that serve as publicly accessible personal journals), events listings, or the revision history of a book.

Key concepts:
- Add a News Feed
- Modify a News Feed
- Delete a News Feed
- View a News Feed

Add a News Feed:
Step 1: In the site menu bar, click [Site info] then [Edit Tools]. Click the “News Feed” checkbox, and then click [Continue].

Step 2: In the “Title” field, enter a title for the news feed. The title will appear in the site menu bar.

Step 3: In the “URL” field, enter the URL for the news feed.

Step 4: Click [Continue]. You will see a summary of your changes to the site’s tools.

Step 5: Click [Finish]. Click the browser [Refresh] button, and a link to the news feed will appear in the site menu bar.

Modify a News Feed:
Step 1: In the site menu bar, click the title of the feed you would like to edit.

Step 2: Click [Options], and then change the “Title” and “URL” fields.

Step 3: Click [Update Options] to confirm the changes, or click [Cancel].

Delete a News Feed:
Step 1: In the site menu bar, click [Site info] then [Edit Tools].

Step 2: From the list of tools, uncheck the news feed you wish to delete.
Step 3: Click [Continue].

Step 4: On the “Customize Tools” screen, review your information, and then click [Continue].

Step 5: Click [Finish] to delete your feed. Click the browser [Refresh] button, and the link to the news feed will be removed.

View a News Feed:
Links to a news feed are found in the site’s menu bar.

Step 1: To view the feed, simply click the title of the news feed from the menu bar. The title will vary, depending on what the site’s maintainer has chosen as a title.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu.

For the TRACS website home page, go to: http://tracs.txstate.edu/portal/login

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822