The Qwickly module will allow you to make multiple courses available, create one announcement and post it in multiple courses, send emails to multiple courses at once.

**Make Your Courses Available**

1. Login to Blackboard [http://blackboard.towson.edu](http://blackboard.towson.edu)
2. In the upper left side of the Home page you should see the Qwickly Module
3. Click the drop down arrow (Figure 1, 1) to the left of Course Availability, you should now see your current courses listed
4. Toggle the Off switch to On (Figure 1, 2) and refresh your screen by clicking F5 on the keyboard
5. Your courses are now available

**Post Announcements in Multiple Courses**

1. Login to Blackboard [http://blackboard.towson.edu](http://blackboard.towson.edu)
2. In the upper left side of the Home page you should see the Qwickly Module
3. Click the Plus Sign to the left of Post Announcement
4. A new window will appear, select the courses you would like to post announcements to (Figure 2, 1)
5. Type the Subject (Figure 2, 2) and Message (Figure 2, 3) to your students
6. You can select a date range for the Announcement or you can leave Post Immediately & No Expiration Date check (Figure 2, 4)
7. Check Email Announcement (Figure 2, 5) if you would like an email to go immediately to the students
8. Click Submit (Figure 2, 6)
Send Emails to Multiple Courses

1. Login to Blackboard http://blackboard.towson.edu
2. In the upper left side of the Home page you should see the Qwickly Module
3. Click the Plus Sign to the left of Send Email
4. A new window will appear, select the courses you would like to send emails to (Figure 3, 1)
5. Select who you want to receive the email in your courses Everyone, Students, Instructors or TAs
6. You can send a copy to yourself once or a copy for each course you emailed by clicking the drop down arrow (Figure 3, 3)
7. Type the Subject (Figure 3, 4) and Message (Figure 3, 5)
8. Click Computer (Figure 3, 6) if you would like to attached a file
9. Click Submit (Figure 3, 7)