

Blackboard

Qwickly Assignment

Adding an Assignment to Multiple Courses

Create Assignment

1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your TU **NetID and Password**
3. Go to your **Home** tab and locate your **Qwickly** module

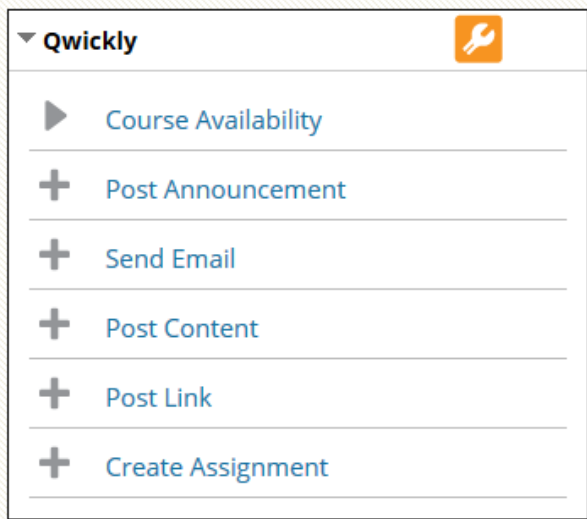


Figure 1

4. Select **Create Assignment**
5. To the left-hand side, select all **courses** you would like to add the assignment too
6. Name the **assignment**
7. Select **number of attempts**
8. Choose **points possible**
9. Optionally, you can fill in a **due date**
10. Select if users can submit from the **cloud** and how to **display grades**
11. Add any **instructions** needed
12. If needed, select the **file** from your **Computer or OneDrive**
13. Under **Post to Location**, you can select to **Create New Content Area** or select an **existing content area** in the course
 - a. If you choose to **Create New Content Area**, you can change the name in the textbox to the right

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14. If you are posting to multiple courses and would like to post to different locations in each course, check the box next to **Post to different locations for different Courses**. This will open a new menu on the left. The courses you selected will be listed, along with a drop down of existing menu locations
15. **Please Note:** if you post to multiple courses and want a different location in each course, you will not be able to create a new content area in any course
16. Click **Submit**