Adding an Assignment to Multiple Courses

Create Assignment

1. Navigate to [https://blackboard.towson.edu](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
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**