

Creating a Course Announcement for Multiple Courses at the Same Time

Qwickly Announcement

1. Navigate to <https://blackboard.towson.edu/>.
2. Locate your Qwickly module on your home page.
3. In the menu, select **Post Announcement**.

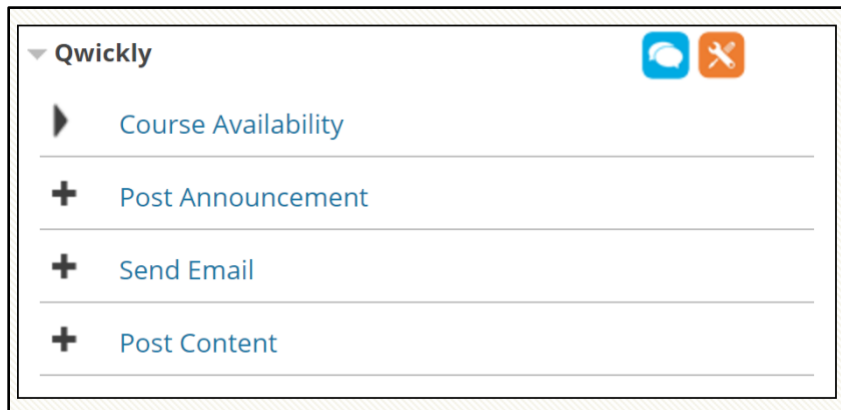
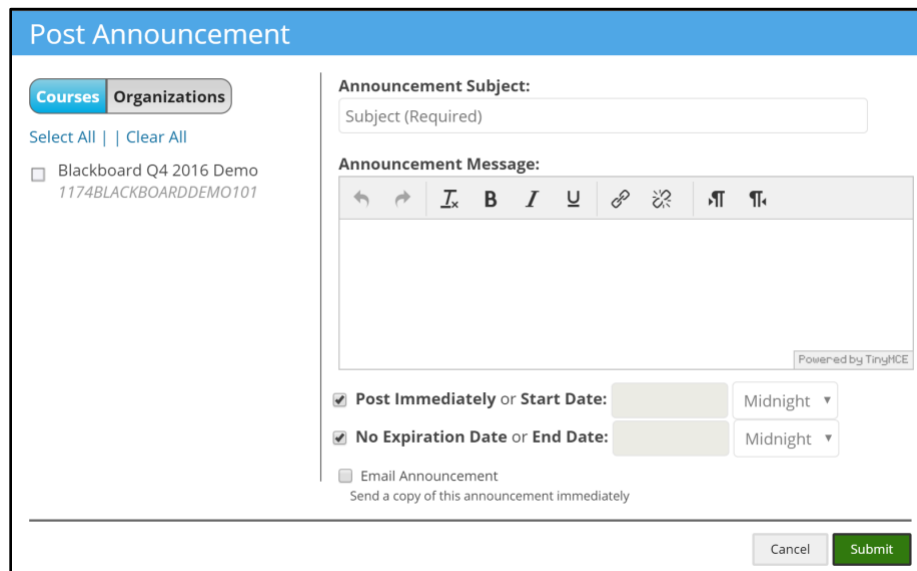


Figure 1

4. Give your announcement a **subject** and type your **message**.
5. Select the **courses** you would like to receive the announcement from the list on the left.
6. **Submit**.

A screenshot of the 'Post Announcement' form in Blackboard. The form has a blue header with the text 'Post Announcement'. On the left side, there are two tabs: 'Courses' (selected) and 'Organizations'. Below the tabs, there are links for 'Select All' and 'Clear All'. A list of courses is shown, with one course selected: 'Blackboard Q4 2016 Demo' with ID '1174BLACKBOARDDEMO101'. The main area of the form contains the following fields and options:

- 'Announcement Subject:' with a text input field containing 'Subject (Required)'.
- 'Announcement Message:' with a rich text editor toolbar (undo, redo, italic, bold, underline, link, unlink, list, list) and a text area.
- 'Post Immediately or Start Date:' with a date input field and a 'Midnight' dropdown menu.
- 'No Expiration Date or End Date:' with a date input field and a 'Midnight' dropdown menu.
- 'Email Announcement' checkbox with the text 'Send a copy of this announcement immediately' below it.

At the bottom right, there are 'Cancel' and 'Submit' buttons.

Figure 2