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.

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**.

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![Figure 1](https://blackboard.towson.edu/)

![Figure 2](https://blackboard.towson.edu/)