Creating a Course Announcement for Multiple Courses at the Same Time

**Qwickly Announcement**

1. Navigate to [https://blackboard.towson.edu](https://blackboard.towson.edu).
2. Log in with your TU NetID and Password.
3. Locate your Qwickly module on your home page.
4. In the menu, select **Post Announcement**.

![Figure 1](image1.png)

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

![Figure 2](image2.png)