

## Creating a Course Announcement for Multiple Courses at the Same Time

### Qwickly Announcement

1. Navigate to <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**.

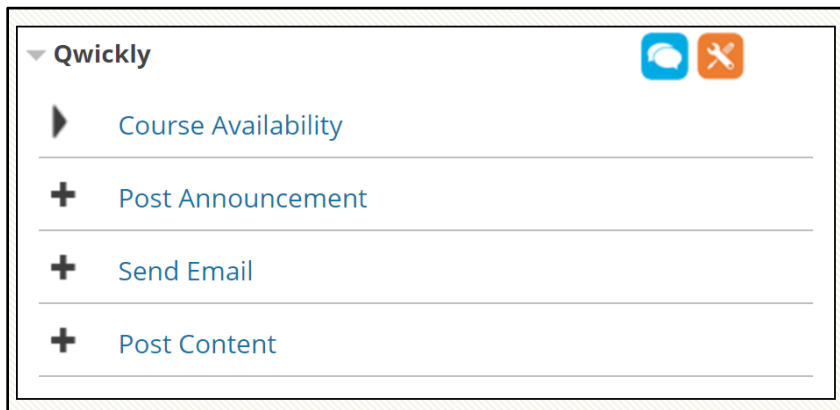


Figure 1

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**.

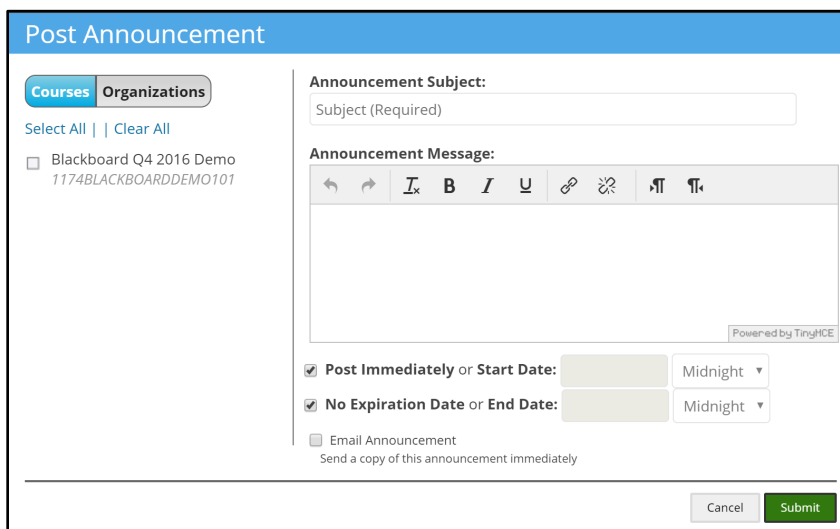


Figure 2