

Adding a File to Multiple Courses

Uploading a file to multiple courses

1. Navigate to <https://blackboard.towson.edu/>.
2. Go to your **Home** tab and locate your **Qwickly** module.

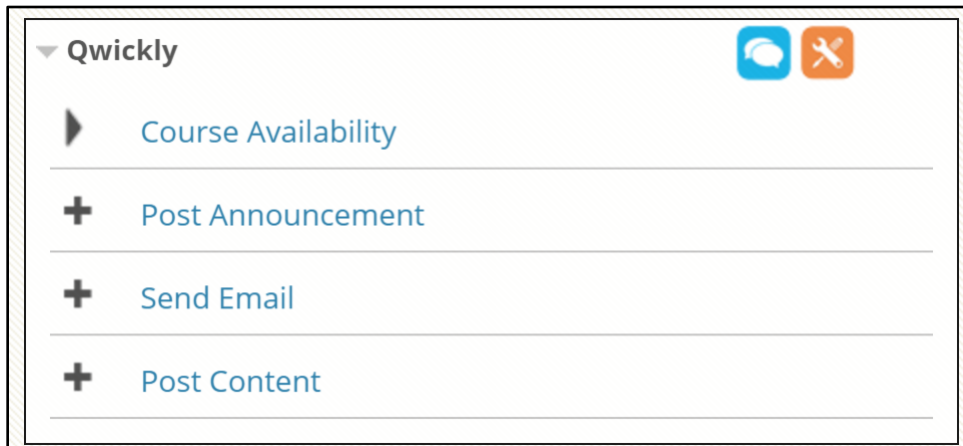


Figure 1

3. Select Post **Content**.
4. To the left-hand side, select all courses you would like to add the files to.
5. **Name** the file.
6. Select the file from your **Computer** or **OneDrive**.
7. Under **Post to Location**, you can select to **Create New Content Area** or select an existing content area in the course.
8. If you choose to **Create a New Content Area**, you can change the name in the textbox to the right.
9. 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**
 - a. 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

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
10. **Submit**.