Qwickly

Post Announcement

This document describes how to utilize the Qwickly tool in Blackboard to post an announcement. The Qwickly tool allows faculty to create a message within the tool, then select multiple courses and/or organizations in which the announcement will appear.

Instructions
1. Access the **Qwickly** module under the My San Jac tab in Blackboard.
2. Click on the **Post Announcement** link.

3. Begin by selecting which course(s) and/or organization(s) to post the announcement. Then, type your subject name under the **Announcement Subject** text box (**required**).
4. Type your message under the **Announcement Message** text box.

5. Specify your post date to **Post immediately** or on a specific **Start Date** and time, with an optional **No Expiration Date** or **End Date** and time.
6. Select the **Email Announcement** check box to send a copy of the announcement to all course and/organization users.

*Note:* If students have their course notifications turned on in Blackboard to receive announcements they will receive an email notification. However, if the notification setting has not been set the student will not receive an email unless you check this box.
7. Once the message has been completed, and your options are set, select the course(s) and/or organization(s) in which the announcement should post.

8. Following the course(s) and/or organization(s) selection, click Submit to post the Announcement.