

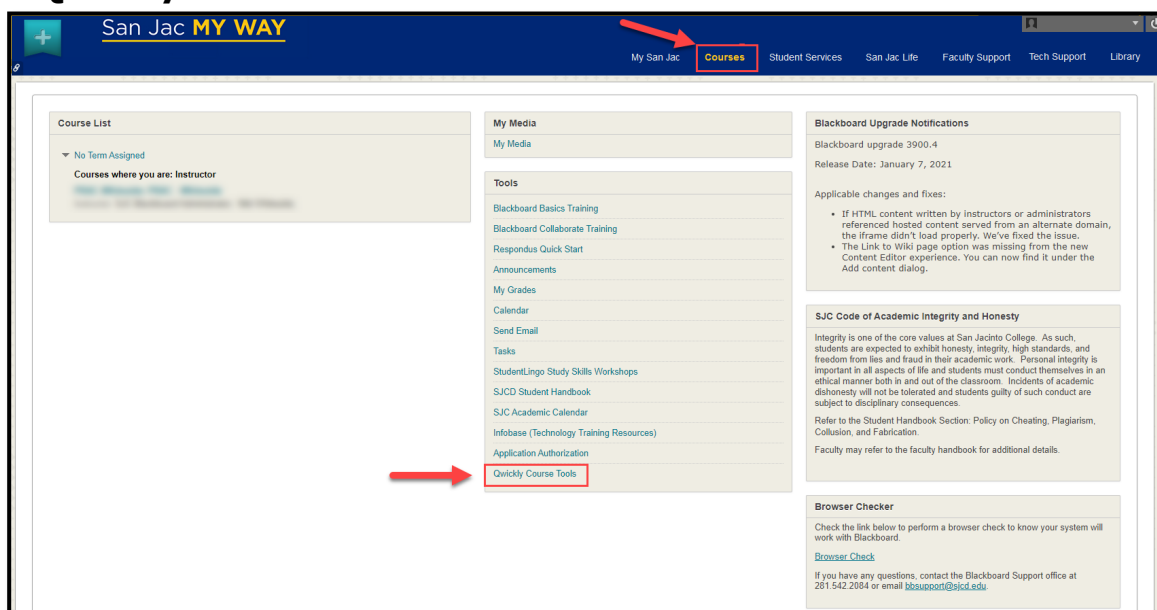
# Qwickly Course Tools

## Post Announcement

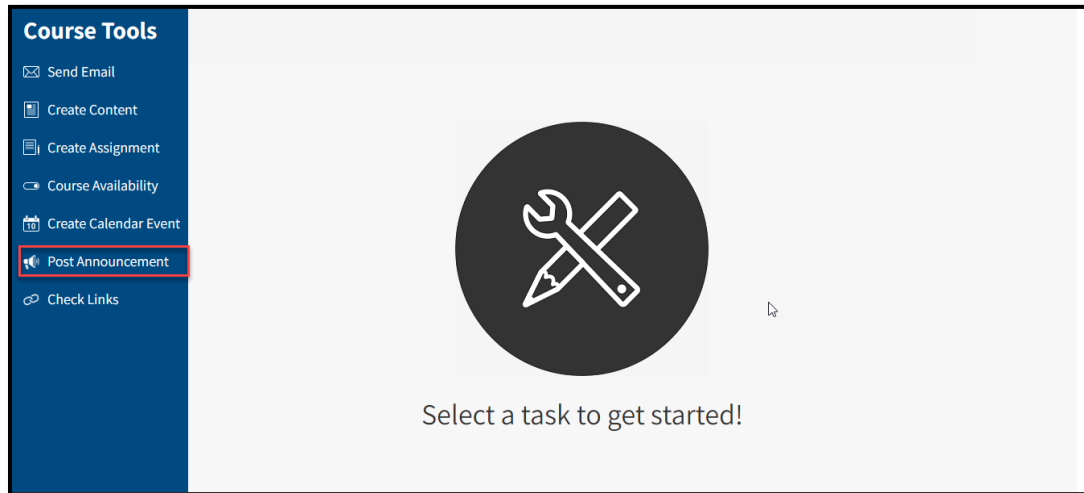
This document describes how to utilize the Qwickly Course Tools in Blackboard to post an announcement to one or multiple courses/organizations simultaneously.

### Instructions

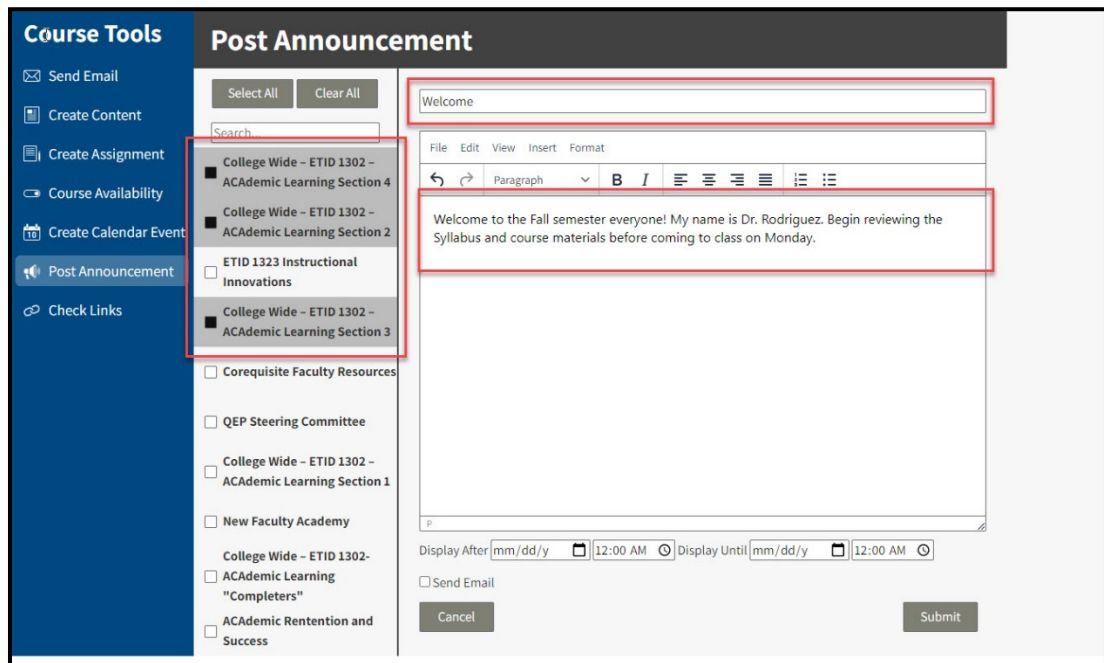
1. Under the **Courses** tab in Blackboard, locate the **Tools** module and click on **Qwickly Course Tools**.



2. Click on the **Post Announcement** link.

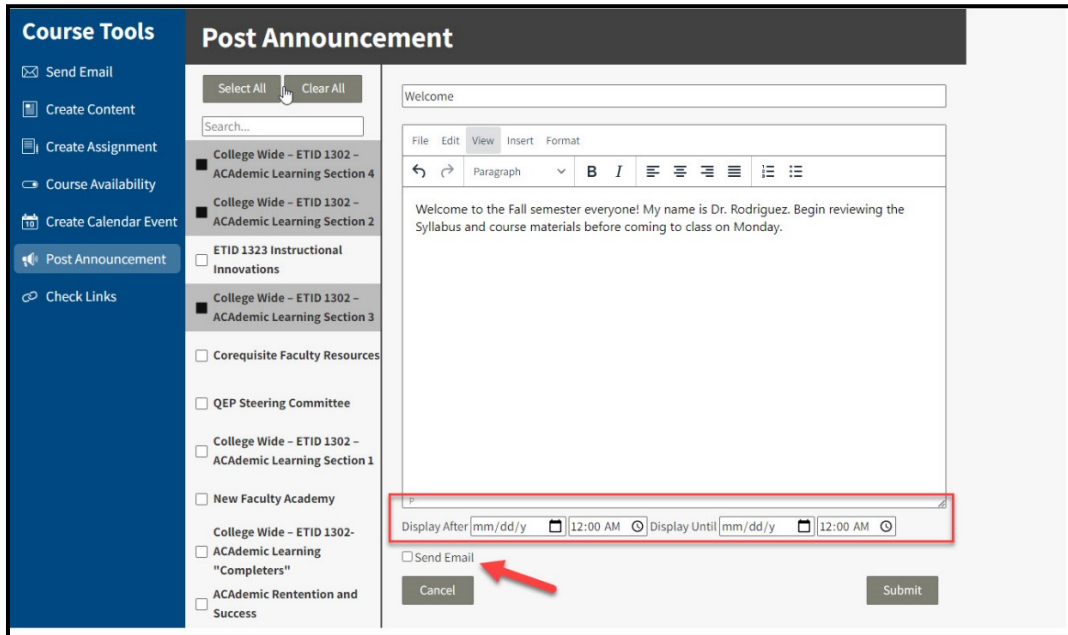


3. Begin by selecting which course(s) and/or organization(s) to post the announcement. Then, type your subject name under the **Announcement Subject** text box (**required**). Then, type your message in the text box.



- Specify the display dates and choose whether or not to send the announcement out immediately in an email.

**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.



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

