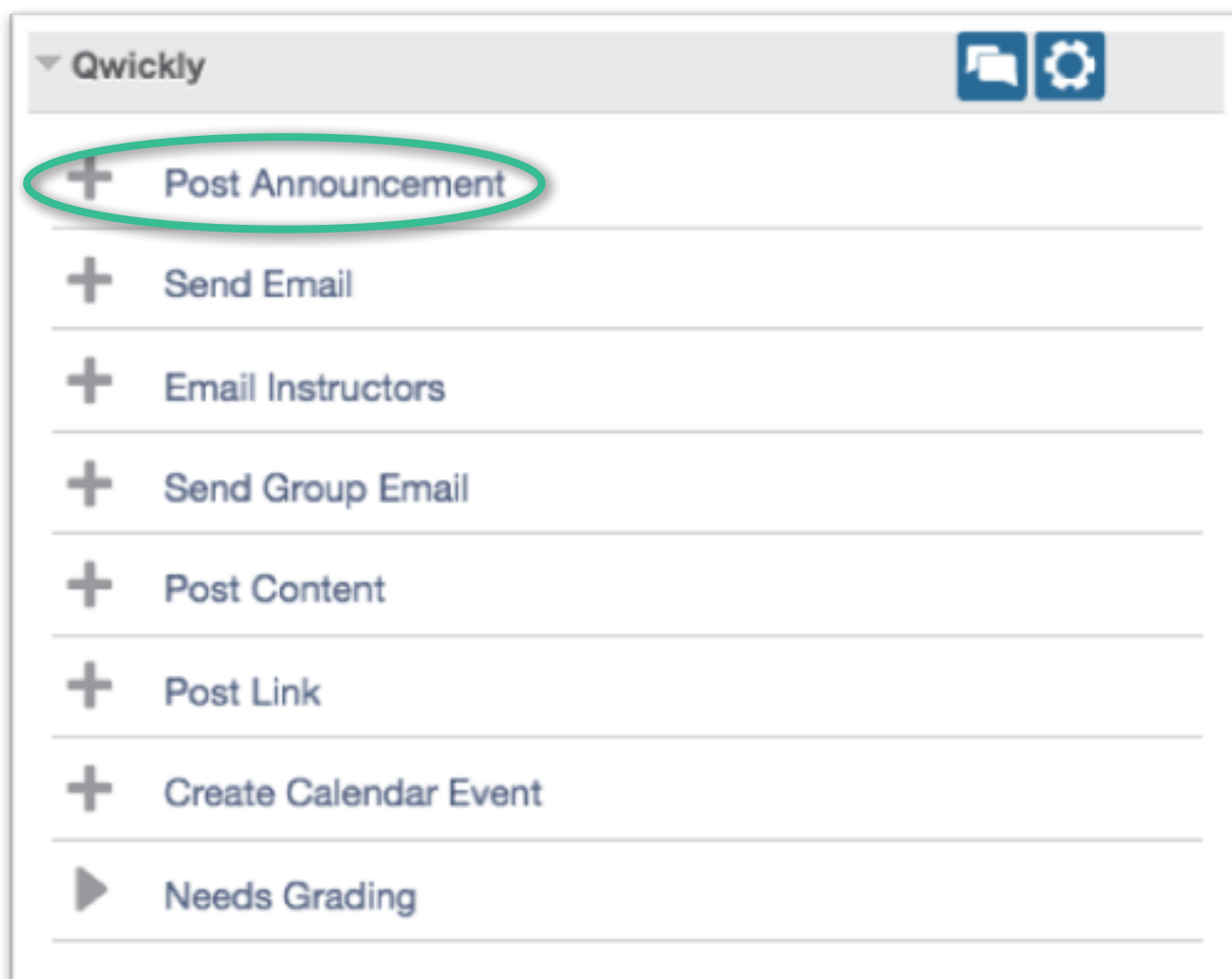# Creating an Announcement Cast in Qwickly

1. Log in to Blackboard and click the *Notifications Dashboard* link on the left.

2. Locate the *Qwickly* module and click *Post Announcement*.

3. Select the courses you want to send the announcement to and type the message in the announcement box. Once finished click **Submit** to send out the announcement.

TIP: *There are other options to choose from such as emailing instructors, sending group emails, etc.*

TIP: *You have the option to attach documents from your one drive account by clicking on the one drive cloud icon at the bottom of the announcements box.*

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