

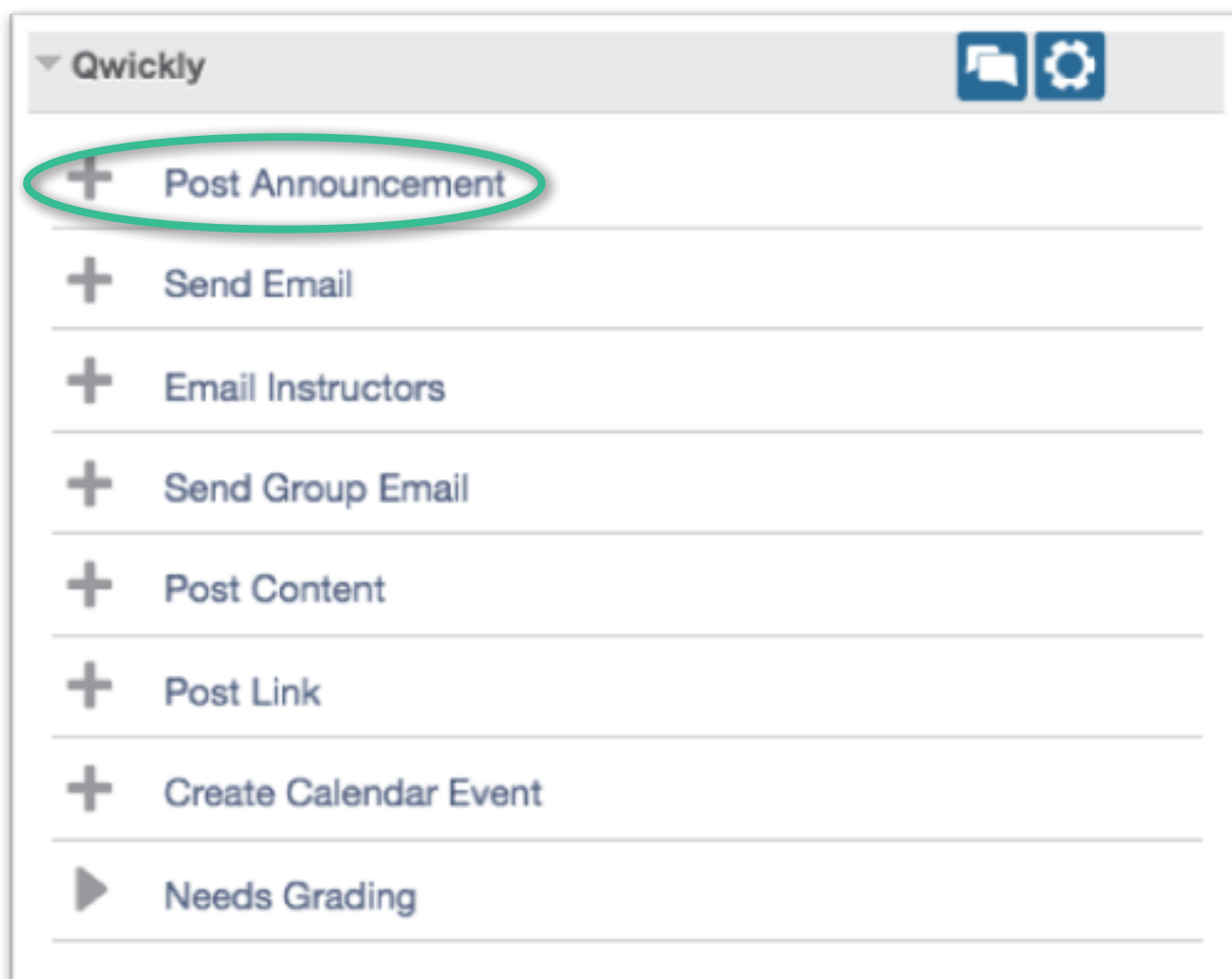
Creating an Announcement Cast in Qwickly



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



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



Creating an Announcement Cast in Qwickly (Continued)

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.

Post Announcement

Courses

Organizations

Management (Master Course)

MKTG_4310_mastercourse_201

MKTG 5360 – Consumer Behavior (Mastercourse)

MKTG_5360_Mastercourse_201

MSNC 5311 Nursing Research (Master Course)

MSNC_5311_mastercourse_201

Quentin_Bellard_-_Sandbox

quentin_sandbox

Web 2.0 Tools Workshop

Web2.0Workshop

Workshop Template

Web_2.0_Workshop_March21

Announcement Subject:

Subject (Required)

Announcement Message:

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☒ Post Immediately or Start Date: Midnight ↕

☒ No Expiration Date or End Date: Midnight ↕

☐ Email Announcement
Send a copy of this announcement immediately

Select File From:

OneDrive

Cancel

Submit

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.