# Getting Started with the Course Management Module

The **Course Management Module** is a Blackboard Building Block powered by Qwickly that allows you to manage content in multiple courses quickly and easily, all in one place. If you are teaching several courses in one semester, you can use this module to do the following:


- Set the availability for all of your semester's courses.
- Send a single email to all students in all of your courses at once. (Students can use the tool to email all of their instructors at once.)
- Post an announcement in all of your courses at once, with the option to email that announcement to students.
- View assignments that need grading for all of your courses in one place.
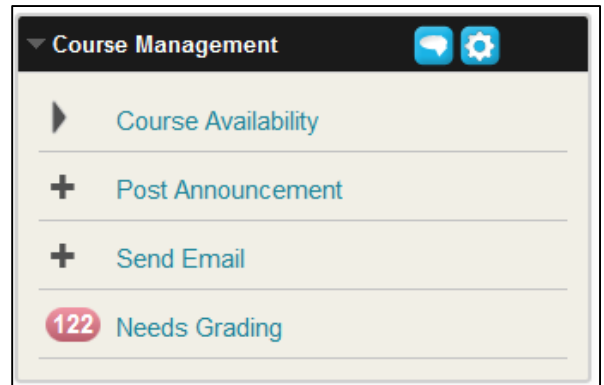
The Course Management Module can be found on your home page when you log into Blackboard. **Note:** The module may be located underneath your list of courses when you access it for the first time. You can click on the module and drag it anywhere you like on the home page.
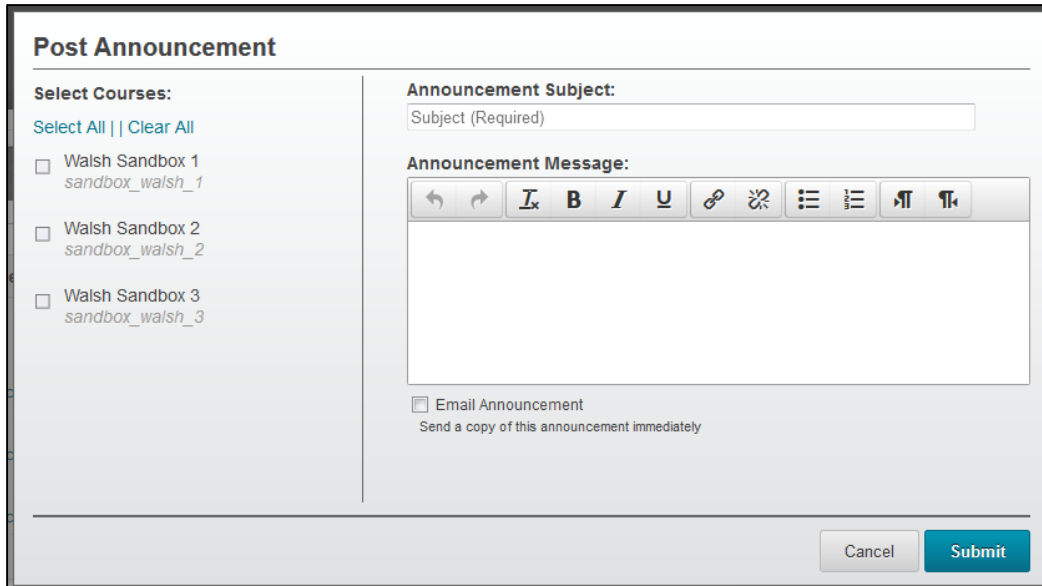
Setting Course Availability

To set course availability for all of your courses at once, click on the **Course Availability** link in the module. You will see a list of all the courses where you are an instructor. Click on the **On/Off** button next to the course name to make a course available or unavailable.
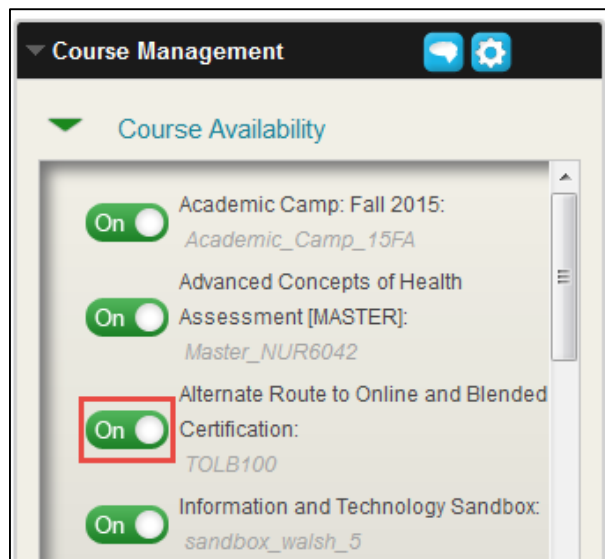
Note: The course ID is included under each course name. Be sure you are making the correct course available.
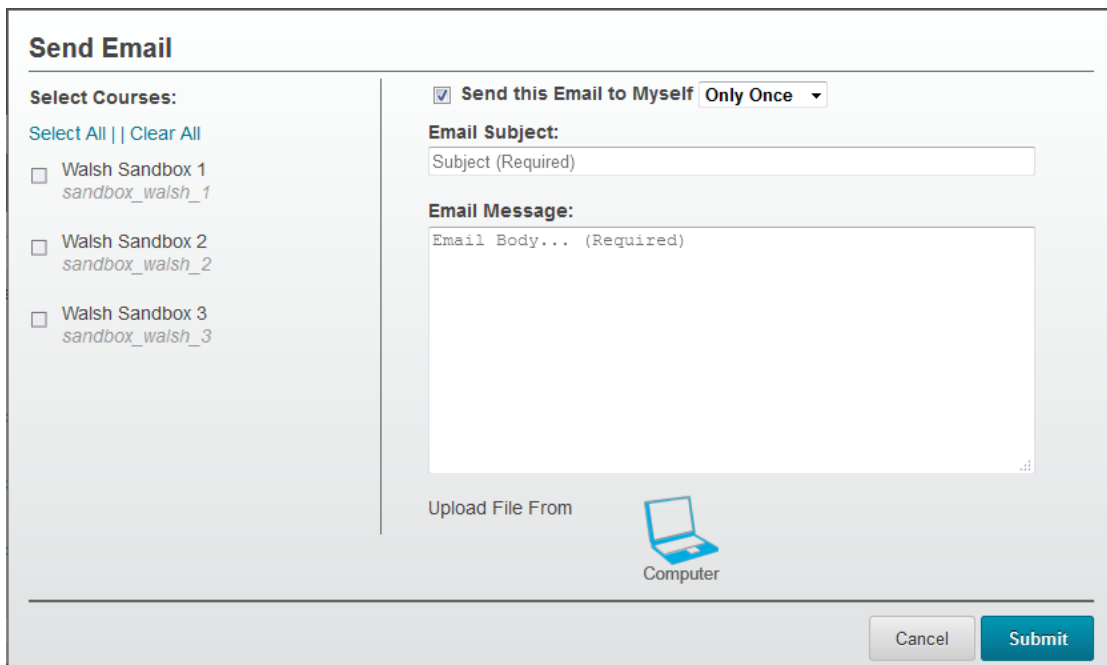
Posting an Announcement

To post an announcement in some or all of your courses at once, click on the **Post Announcement** link in the module. On the left side, check the boxes next to the names of the courses where you would like to post the announcement. Type a subject and message for your announcement. If you like, you can also check the box next to **Email Announcement** to send the message to all course participants. Click **Submit.**

Sending an Email

The **Send Email** function is similar to the Post Announcement function. Click on the **Send Email** link, then check the boxes next to the courses where you would like to send an email. Type a subject and message for your email. You can choose to send a copy of the message to yourself (either a single copy, or one per course) as well as attach a file to the email from your computer. Once you have written your email and added any attachments, click **Submit.**

Viewing Items that Need Grading

If you have items that need grading in any of your courses, you will see a number next to the **Needs Grading** link. A drop-down list will appear listing the number of items that need grading in each course. Click on the link next to each course name to open up the grade center in that course. To grade additional courses, you will need to return to your Blackboard home page and click on the link in the Course Management module again.