

Qwickly

Qwickly is a Blackboard module that allows instructors to more efficiently accomplish common tasks for more than one course at a time. Instructors can make courses available, send emails, post announcements, and post content to multiple courses at once. It can be easily added to the My Institution dashboard.

Adding the Qwickly module to Blackboard:

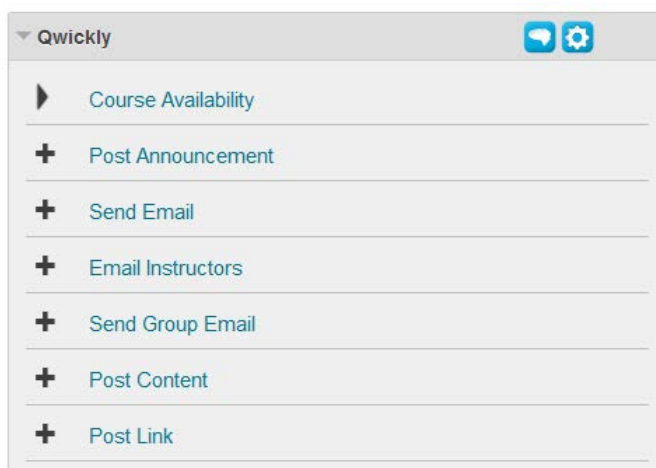
1. Once you've logged in to Blackboard, click the 'Add Module' button in the upper left of the My Institution dashboard.



2. Locate 'Qwickly' from the alphabetical list of modules and click 'Add' to add it to the dashboard.

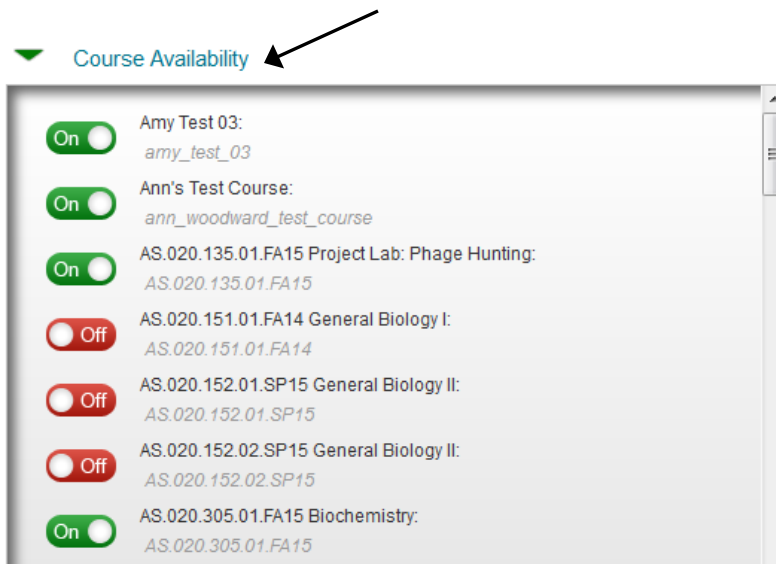


3. The Qwickly module should now display on the My Institution dashboard:

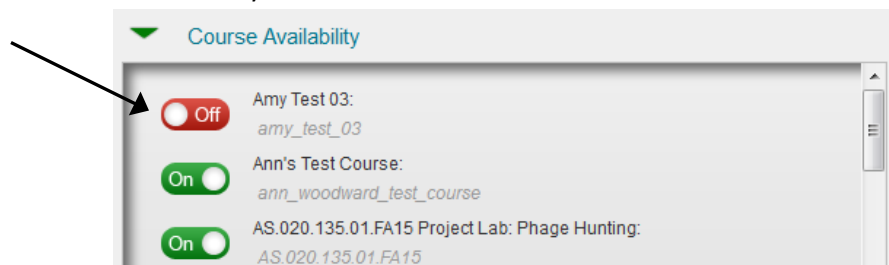


Change Course Availability

1. In Quickly, click the 'Course Availability' link. This will expand the list of your courses.

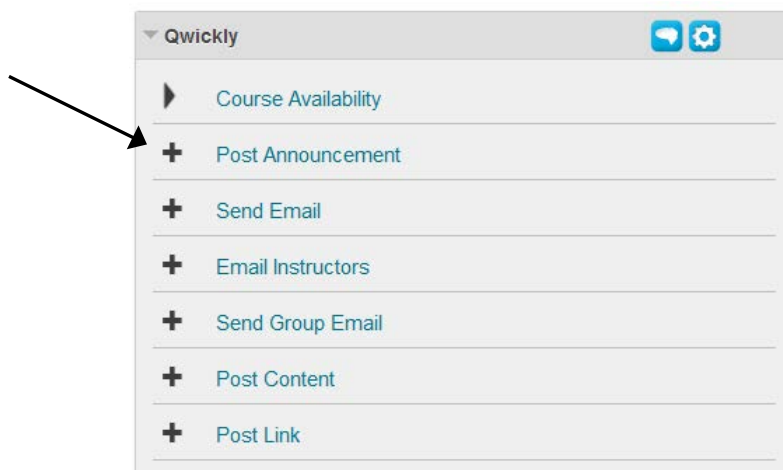


2. To change the availability of a course, click the red or green on/off button. The course is immediately available or unavailable.



Post Announcement

1. In Quickly, click the 'Post Announcement' link.



2. On the left side, select which courses or organizations you'd like to post the announcement. Fill in the announcement subject, message, and dates you'd like it to appear. Also select whether or not you'd like to email the announcement immediately. Click Submit.

Post Announcement

Courses | **Organizations**

Select All | Clear All

- Amy Test 03
amy_test_03
- Ann's Test Course
ann_woodward_test_course
- AS.020.135.01.FA15 Project Lab: Phage Hunting
AS.020.135.01.FA15
- AS.020.151.01.FA14 General Biology I
AS.020.151.01.FA14
- AS.020.152.01.SP15 General

Announcement Subject:
Project Proposals

Announcement Message:

Project proposals must be turned in no later than Monday, 11/16 at noon.

Post Immediately or **Start Date:** 11/13/2015 Midnight ▾

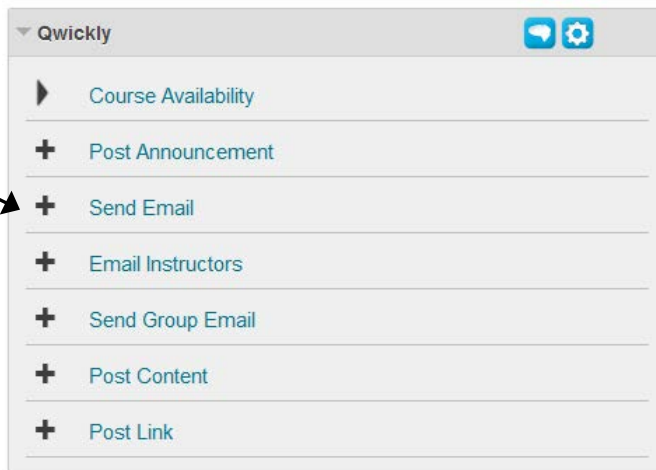
No Expiration Date or **End Date:** Midnight ▾

Email Announcement
Send a copy of this announcement immediately

Cancel Submit

Send Email

1. In Quickly, click the 'Send Email' link.



3. On the left side, select which courses or organizations you'd like to receive the email. Select which group of users you'd like to send the email to by clicking the appropriate options. In this example, everyone that has been added to the course will receive the email. Fill in the email subject, message, and optionally upload a file using the links at the bottom of the dialog box. Click Submit.

Send Email

Courses Organizations

Select All | Clear All

- Amy Test 03
amy_test_03
- Ann's Test Course
ann_woodward_test_course
- AS.020.135.01.FA15 Project Lab:
Phage Hunting
AS.020.135.01.FA15
- AS.020.151.01.FA14 General
Biology I
AS.020.151.01.FA14
- AS.020.152.01.SP15 General

Send To: **Everyone** or Students Instructors TAs

Send this Email to Myself **Only Once** ▾

Email Subject:
Midterm grades

Email Message:
Please note that midterm grades have been posted.
Please see me during office hours if you'd like to
discuss your grade.

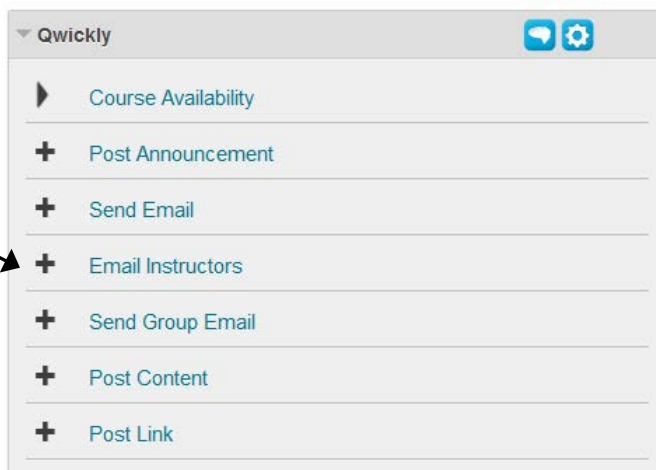
Upload File From

Computer Dropbox Google Drive OneDrive box

Cancel Submit

Email Instructors

1. In Quickly, click the 'Email Instructors' link.



2. The left side will display courses/organizations in which you are a student/participant. Select the course or organization you'd like to send the email. Fill in the email subject, message, and optionally upload a file using the links at the bottom of the dialog box. Also select whether or not to send the email to yourself. Click Submit to send the email to the instructors of the courses/organizations you selected.

Email Instructors

Courses **Organizations**

Select All | Clear All






- AS.280.360.01.SP14 Clinical & Public Health Behavior Change
AS.280.360.01.SP14
- AS.mcole2Sandbox
AS.mcole2Sandbox
- AS.mcole2Sandbox2
AS.mcole2Sandbox2

Send this Email to Myself

Email Subject:
Final Project Question

Email Message:
I was wondering if I could change the topic of my final project. Do you think it's too late at this point in the semester?

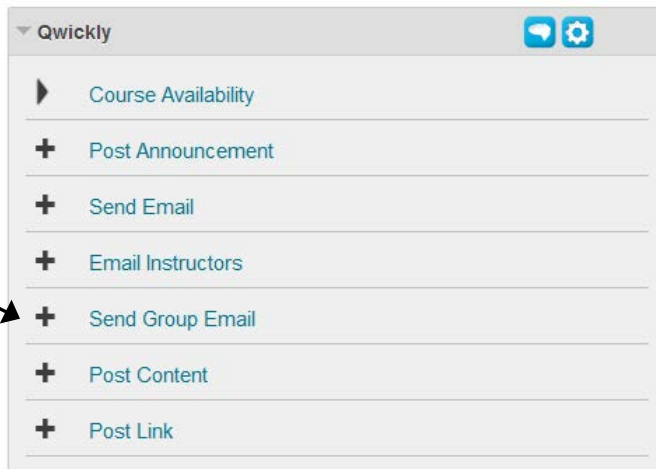
Upload File From

 Computer  Dropbox  Google Drive  OneDrive  box

Cancel Submit

Send Group Email

1. In Qwickly, click the 'Send Group Email' link.



4. On the left side, select which groups in the courses or organizations you'd like to send the email. Fill in the email subject, message, and optionally upload a file using the links at the bottom of the dialog box. Click Submit.

Send Group Email

Courses **Organizations**

AS.280.360.01.SP14 Clinical & Public Health Behavior Change
AS.280.360.01.SP14
You are not a member of any groups with email enabled in this course!

AS.mcole2Sandbox
AS.mcole2Sandbox
You are not a member of any groups with email enabled in this course!






AS.mcole2Sandbox2
AS.mcole2Sandbox2
You are not a member of any groups with email enabled in this course!

Macie's Test Course
macie_test
 Blog Test

Email Subject:
November Blog Entry

Email Message:
Hi All,
I was wondering if you had any ideas for the blog for the month of November..?

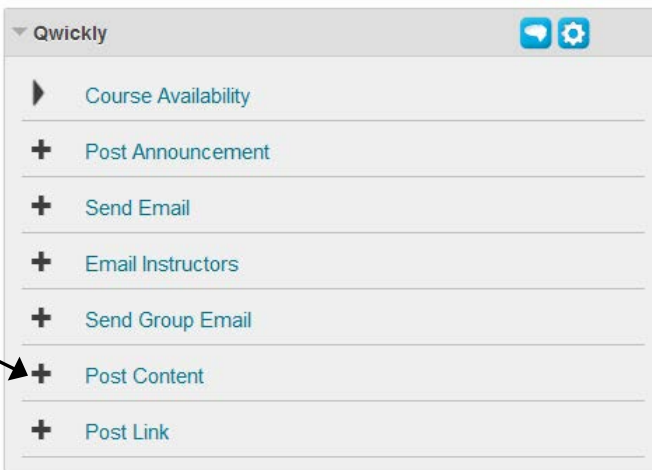
Upload File From

 Computer  Dropbox  Google Drive  OneDrive  box

Cancel Submit

Post Content

1. In Quikly, click the 'Post Content' link.



2. On the left side, select which courses or organizations you'd like to post content. Fill in the name and a description if desired.

Post Content

Courses **Organizations**

bbsp10pilot

- Blackboard Student Orientation
BB.STUDENT.ORIENTATION.ONG
- CER Training
cer_train
- CER Training - Communication
cer_train_comm
- CER Training Copied
CER_Training_Copied
- CER Training2
cer_train2

Name
Copyright Info

Description

Upload File From

Computer Dropbox Google Drive OneDrive box

Post To Course Location

Create New Content Area

Quickly Content

Cancel Submit

3. Optionally upload a file using the links at the bottom of the dialog box. In this example, a Word document has been uploaded.
4. Next, select the location within the course(s) where you'd like the content to appear. In this example, a new content area called 'Copyright Info' will be created. Click Submit to post the content.

Post Content

Courses **Organizations**

bbsp10pilot

- Blackboard Student Orientation
BB.STUDENT.ORIENTATION.ONG
- CER Training
cer_train
- CER Training - Communication
cer_train_comm
- CER Training Copied
CER_Training_Copied
- CER Training2
cer_train2

Name
Copyright Info

Description

Upload File From **Browse...** Copyright from Abby Collier.docx
Cancel

Post To Course Location

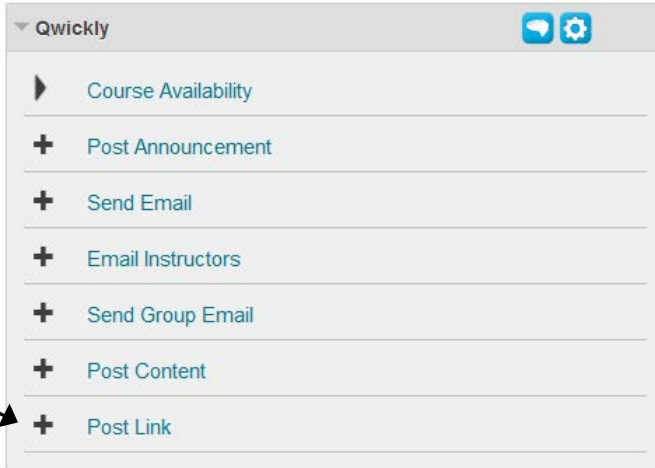
Create New Content Area

Copyright Info

Cancel Submit

Post Link

1. In Qwickly, click 'Post Link.'



2. On the left side, select which courses or organizations you'd like to post a link. Fill in the name of the link, paste in the URL, and add a description if desired.

Next, select the location within the course(s) where you'd like the link to appear. In this example, the link will be posted to the Course Content section of the course. Click Submit to post the link.

Post Link

Courses | **Organizations**

Select All | Clear All

- Amy Test 03
amy_test_03
- Ann's Test Course
ann_woodward_test_course
- AS.010.236.01.FA15 Palaces, Temples and Tombs in Mesopotamia
AS.010.236.01.FA15
- AS.020.135.01.FA15 Project Lab: Phage Hunting
AS.020.135.01.FA15

Name
Purdue Online Writing Lab

URL/Link
<https://owl.english.purdue.edu/owl/section/2/>

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent.

Post To Course Location
Course Content

Cancel Submit