

Description of Qwickly

Qwickly is a Blackboard add-on which allows instructors to make courses available or unavailable, send emails and announcements to multiple courses at once:

- Make courses available or unavailable, many can be toggled at once.
- Send emails to multiple courses at once (including adding attachments). Emails will be sent to all members of the course.
- Post announcements to multiple courses at once.

Accessing Qwickly

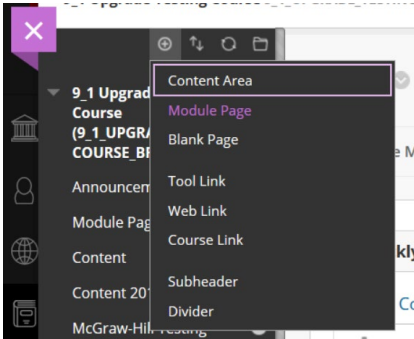
Since the move to SaaS in 2018 there is no longer a My UofL tab, thus the Qwickly tool must be added to a course. From here the instructor can use the Qwickly tool to manage all of their courses.

As an instructor or leader select to add a module to your course by doing the following:

1. In your course roll over Add Menu Item, found at the top of the course menu. Noted here in yellow.



2. Select Module Page to add a module page link to the course menu



3. Name the new course menu area, *Qwickly*. Leave the availability box unchecked.

Add Module Page

* Name:

Available to Users

4. Select Qwickly course menu link



5. Select Add Course Module

A rectangular button with the text "Add Course Module" in a light gray font.

6. Locate Qwickly in the list of modules and select the Add button

Qwickly

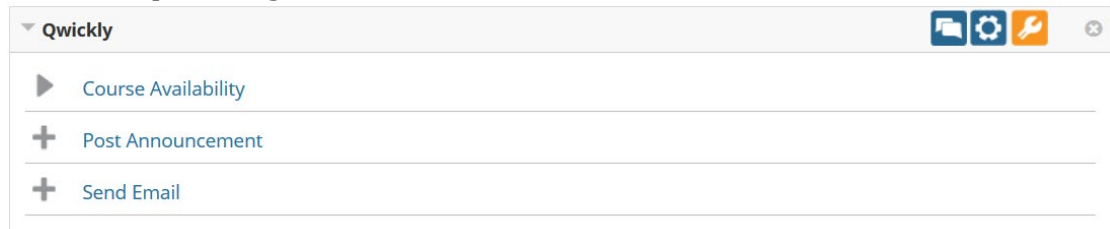
Qwickly Module
(More)...

A rectangular button with the text "Add" in a light gray font.

7. Select OK at the bottom of the page

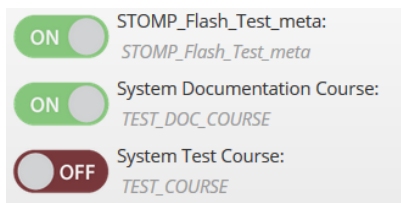
Using Qwickly

Select an option to get started.



Toggle Course Availability

1. Select the course availability option to see your list of courses
2. Select on or off to make the course available or unavailable respectively. In this example the System Test Course is unavailable to students. Nothing more to do, you are done.



Post Announcements

1. Select your courses
2. Type your subject in the subject area
3. Type your announcement in the announcement message area
4. Select email announcement check box if you want the announcement message to be emailed as well
5. Select submit

The 'Post Announcement' form includes a 'Select Courses' list on the left with radio buttons for 'STOMP_Flash_Test_meta', 'System Documentation Course', 'System Test Course', 'TEMPLATE_EMPTY_MUFFINS_B', 'Template Small', and 'TEMPLATE_TEST_TOOLBOX_OF'. The main form area has an 'Announcement Subject' field with the text 'Please bring your book to class on Friday', an 'Announcement Message' field with a rich text editor containing 'We will be referencing the book extensively in class on Friday. Please come prepared.' and 'Thanks, Professor X', a checked 'Email Announcement' checkbox, and a 'Select File From' button. 'Cancel' and 'Submit' buttons are at the bottom.

Send Emails

1. Select your courses
2. By default the “send email to myself = only once” is checked. Change this if you do not want a receipt or if you want a copy for every email selection.
3. Type your subject in the subject area
4. Type your email in the email message area
5. “Select file from” to browse your computer for an attachment if needed
6. Select submit

The 'Send Email' form features a 'Select Courses' list on the left. The main form area includes a checked 'Send this Email to Myself' dropdown menu set to 'Only Once', an 'Email Subject' field with 'Please bring your laptop to class on Friday', an 'Email Message' field with 'We will be programming on Friday so don't forget your laptops.' and 'Thanks, Professor X', and a 'Select File From' button with a computer icon. 'Cancel' and 'Submit' buttons are at the bottom.

Submit suggestions to Qwickly developers

Select the callout icon to submit information to the developers of Qwickly. Click through a pop-up then enter information into a Qwickly support ticket.

The 'Qwickly Support Ticket' form has a header with a callout icon and a close button. The form fields include: 'Ticket Purpose' (Bug Report), 'Product Line' (Building Block), 'Name' (Professor X), 'Email' (professorx@louisville.edu), 'Brief Description', and 'Ticket Details'. A 'Submit' button is at the bottom.

Change settings for Qwickly

Choose the gear icon to select which apps you want to see or not see in Qwickly. By default all course apps are available. Uncheck the box next to a feature and select submit to remove it from Qwickly. Qwickly will show your changes after exiting and then re-entering Qwickly.

Qwickly User Settings

Show App Courses	Show Unavailable Courses
<input checked="" type="checkbox"/> Course Availability	
<input checked="" type="checkbox"/> Post Announcement	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Send Email	<input checked="" type="checkbox"/>

Cancel Submit