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 courses.
- Post announcements to multiple courses at once.

Accessing Qwickly

Qwickly can be accessed one of several ways:

- On the My UofL tab.
- In the course:
  - Menu item.
  - Module.
  - Tools area.

Add Qwickly to your My UofL tab

1. On the My UofL tab select the add module button in the upper left of the screen.
2. Find the Qwickly module in the list and select the add button.
3. Select OK at the bottom of the page.
4. Once you are back on the My UofL tab you can use the Qwickly module. *You can drag and drop the module to a different place on the My UofL page if you like. **You may also remove the module from your My UofL tab at any time by selecting the X in the upper right of the Qwickly module (X appears on rollover).

Add Qwickly in your course

1. In your course navigate to the customization area on the control panel and select tool availability.
   - Customization
     - Enrollment Options
     - Guest and Observer Access
     - Properties
     - Quick Setup Guide
     - Teaching Style
     - Tool Availability
2. In tool availability search for Qwickly and check the box next to the tool.
3. Select submit to save your changes.
4. The Qwickly tool is now available in the course. The tool can be added to the course menu as a tool link.
   a. Roll over the plus sign in the upper right of the course menu and select tool link.
   b. In type field select Qwickly Tools from the list.
   c. Leave the available to users box unchecked, there is no need for students to see this tool as they cannot use it.
   d. Give it a name, Qwickly, and then select submit. The tool will not be available to you on the course menu.
   e. *Qwickly can be added in a content area as well, but not as useful. [In a content area roll over tools then select more tools, select Qwickly Tools then submit on the create course link page.]

Use Qwickly

Using Qwickly is simple. Select the option you want from the list of tools.

Send email

1. Select send email.
2. On the pop-out menu select the check boxes you wish to email. Add a subject and message. You may also add an attachment by selecting the computer icon which displays a browse button where you can locate a file on your computer. *We suggest you leave the checkbox for the one email sent to yourself. You don’t want the same email sent to you multiple times.

3. Select submit when you are finished with composing your email.

Course Availability
1. Select course availability.
2. Toggle the on/off for each class. On for available and off for unavailable.

Post announcement

1. Select post announcement.
2. On the pop-out menu select the check boxes next to the courses you wish to send an announcement. Add a subject and message.
3. Select email announcement if you want to send the announcement with an accompanying email.
4. Select submit.

Submit comments to Qwickly

1. Submit comments directly to Qwickly by selecting the following icon in the upper right of the tool.

Qwickly tool availability in the module

1. Change which Qwickly tools you see by selecting the gear icon. Then simply uncheck a tool to remove it from view.