

# Qwickly Course Tools

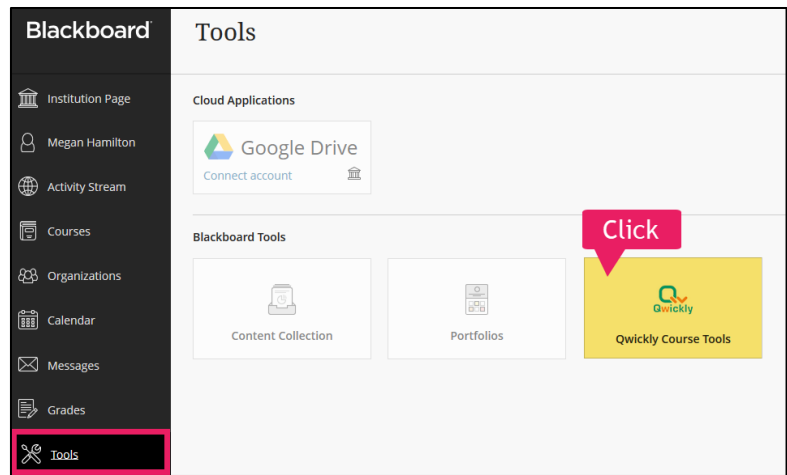


Online Learning

## Blackboard Learn

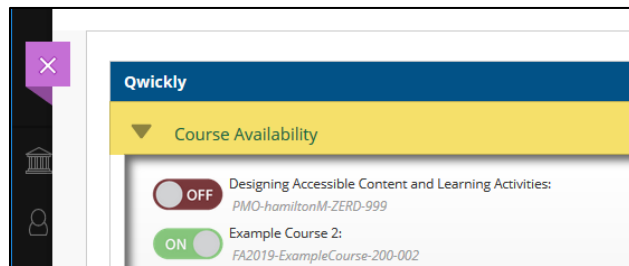
The Qwickly Course Tools simplify the workflow of managing course availability and sending announcements or emails to one or more sections at once.

To access the Qwickly Course Tools, click on the **Tools** link in the base navigation then select the Qwickly Course Tools icon. A Qwickly Course Tools panel will then appear on the screen.



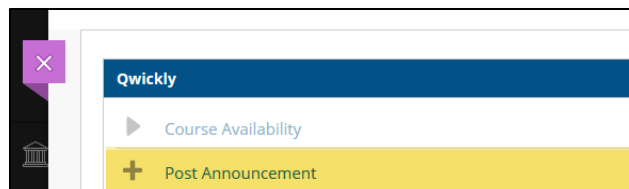
### Managing Course Availability

1. Click **COURSE AVAILABILITY**.
2. Click the course **ON/OFF** buttons.
3. The change will apply instantly.



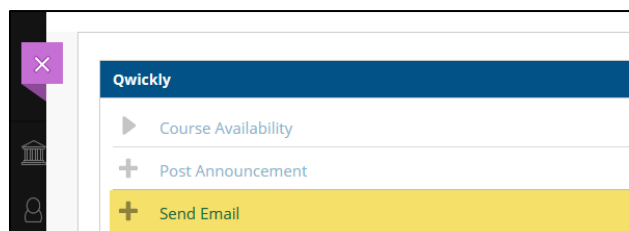
### Posting an Announcement

1. Click **POST ANNOUNCEMENT**.
2. Complete the form that appears.
3. Click **SUBMIT**.



### Sending an Email

1. Click **SEND EMAIL**.
2. Complete the form that appears.
3. Click **SUBMIT**.



### Tips for Using Qwickly Announcements

- You may select multiple sections at once to send the announcement.
- An announcement can be copied to email by checking the “Email Announcement” checkbox.
- Announcements are posted to a course’s “Announcements” page for future reference and editing.
- Published announcements are immediately available to students (i.e. no date restriction).

### Tips for Using Qwickly Email

- You may select multiple sections of students as the recipients of the email.
- The email form allows you to create a message in plain text with one attached file.