

Introducing Qwickly



Faculty Support
eLearning

Blackboard Learn

On the *Employee* tab in Blackboard, faculty will now find a *Qwickly module* containing tools to simplify the workflow of common tasks. In just a few mouse clicks, you can manage course availability and send class announcements or emails from one central location.

The screenshot shows the Blackboard Employee page for Megan Hamilton. The navigation bar includes 'Employee', 'Courses', 'Academic Resources', 'Student Support', 'Community', 'Content Collection', and 'My Career'. The main content area features a 'Faculty Support' and 'Browser Tester' widget, a 'MATC Blackboard @MATCBb' announcement, and a 'My Courses' list. The 'Qwickly' module is highlighted with an orange border and contains three options: 'Course Availability', 'Post Announcement', and 'Send Email'. An orange arrow points from the text 'Use the Qwickly tools to simplify your workflow' to the Qwickly module.

? HOW DO I MANAGE COURSE AVAILABILITY WITH QWICKLY?

1. Click "Course Availability"
2. Then click a course on/off button
The change is applied instantly

The screenshot shows the 'Qwickly' module with the 'Course Availability' section expanded. It lists two courses with their availability status:

Course Name	Availability
Lifespan Psychology FA2015-PSYCH-238-800i	On
Introduction to Psychology FA2015-PSYCH-231-802i	Off

PLEASE NOTE

- After you use this tool, refresh the "Employee" page to update your "My Courses" module.

? HOW DO I POST A COURSE ANNOUNCEMENT WITH QWICKLY?

1. Click “Post Announcement”
2. Complete the form that appears
3. Click “Submit”

Qwickly

+ Post Announcement

Post Announcement

Select Courses:
Select All | Clear All

- Lifespan Psychology
FA2015-PSYCH-238-800i
- Lifespan Psychology
FA2015-PSYCH-238-001
- Lifespan Psychology
FA2015-PSYCH-238-500
- Introduction to Psychology
FA2015-PSYCH-231-802i
- Introduction to Psychology
FA2015-PSYCH-231-803i

Announcement Subject:
Welcome to Class!

Announcement Message:

Welcome to PSYCH-238! Please review the syllabus and course schedule before the first class.

[Syllabus](#)
[Course Schedule](#)

Email Announcement
Send a copy of this announcement immediately

Cancel Submit

PLEASE NOTE

- You may send an announcement to one or more classes at once!
- The announcement form contains tools for simple text formatting and creating hyperlinks.
- Announcements created through the Qwickly tool will be posted to a course’s “Announcements” page.
- When creating your announcement, you may choose to send a copy of it to student email.
- Published announcements are immediately available to students (ie. no date restriction).
- To edit or delete a published announcement, go to the course’s “Announcements” page.

? HOW DO I SEND A COURSE EMAIL WITH QWICKLY?

1. Click "Send Email"
2. Complete the form that appears
3. Click "Submit"



Send Email

Select Courses:
Select All | Clear All

- Lifespan Psychology
FA2015-PSYCH-238-800i
- Lifespan Psychology
FA2015-PSYCH-238-001
- Lifespan Psychology
FA2015-PSYCH-238-500
- Introduction to Psychology
FA2015-PSYCH-231-802i
- Introduction to Psychology
FA2015-PSYCH-231-803i

Email Subject:
Reminder: Midterm Exam this Sunday

Email Message:
To prepare for the midterm, please see the attached Midterm Review Guide.

The midterm exam will be made available this Sunday by 8:00 A.M. The exam is due the following Sunday by 11:59 PM. The exam will cover units 1 through 5 and consist of a mix of multiple choice and short essay.

Good Luck!

Upload File From midterm-review-guide.docx
[Cancel](#)

PLEASE NOTE

- You may send an email to all course users in one or more courses.
- The email form allows you to create a message in plain text with one attached file.
- The email is sent to student and instructor MATC email accounts.