

Introducing Qwickly



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 tab interface. At the top, there's a navigation bar with 'Employee' selected. Below it, a 'Course List' module shows a course 'testcourse-hamiltonM-101: Test Course - Hamilton'. The 'Qwickly' module is highlighted in yellow and contains three options: 'Course Availability', 'Post Announcement', and 'Send Email'. A red arrow points from the 'Course Availability' option to a text box that says 'Use Qwickly tools to simplify common tasks.' To the right, there's a social media post from 'MATC Blackboard' about Blackboard login problems.

? 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' interface with the 'Course Availability' section expanded. It displays two course entries with toggle switches: 'Career Essentials Demonstration Shell: CAREER-ESSENTIALS-DEMO' (OFF) and 'ILP Integration Grading Tool Pilot - Training Site: ILP-PILOT' (ON).

PLEASE NOTE

- After you use this tool, refresh the "Employee" page to update your "Course List" 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:

- Test Course 11
PMO-hamiltonM-TestCourse11
- TestCourse13 - Publisher
Tools Test Course
PMO-hamiltonM-TestCourse13
- Test Course 31 - BLANK
PMO-hamiltonM-TestCourse31
- Test Course - Hamilton
testcourse-hamiltonM-101
- Universal Design and Accessibility for Online Learning
BB-Universal-Design-for-Accessibility

Announcement Subject:
Welcome to Class

Announcement Message:

I **B** *I* U

Inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo. Totam rem aperiam. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit.

[Laboris nisi ut aliquip](#) ex ea commodo consequat.

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"

Qwickly

+ Send Email

Send Email








Select Courses:

- Practice Course
PMO-hamiltonM-TestCourse15
- Quality Matters Information for Faculty
QUALITY-MATTERS-RESOURCES
- Test Course 10
PMO-hamiltonM-TestCourse10
- Test Course 11
PMO-hamiltonM-TestCourse11
- TestCourse13 - Publisher Tools Test Course
PMO-hamiltonM-TestCourse13
- Test Course 31 - BLANK
PMO-hamiltonM-TestCourse31

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


Email Subject:
Reminder - Class Cancelled Monday

Email Message:

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Nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam. Nisi ut aliquid ex ea commodi consequatur? Quis autem vel eum iure reprehenderit qui in ea voluptate velit esse quam.

Select File From:


Computer

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.