Introducing Qwickly

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.

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

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”

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”

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.