

Qwickly Course Tools

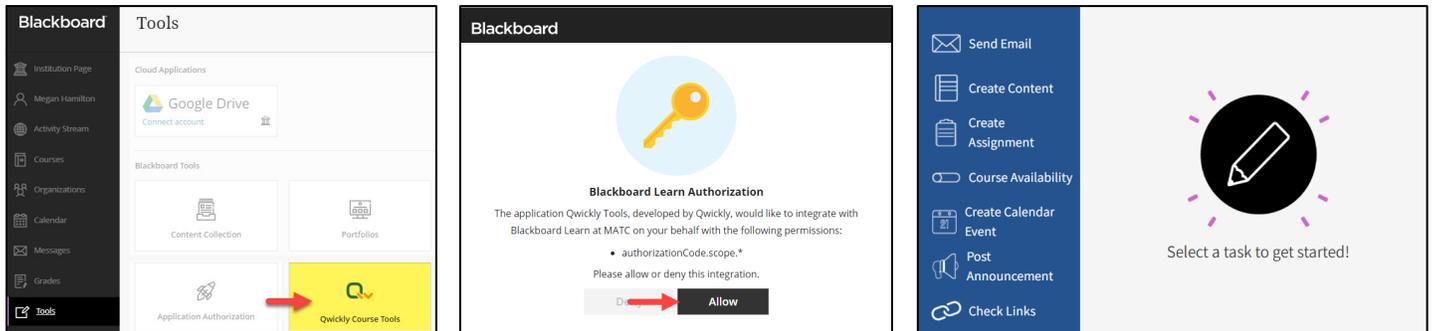


Online
Learning

Blackboard Learn

The **Qwickly Course Tools** have been updated to simplify the workflow of managing course availability, sending communications, and adding content or assessments to several sections at once.

To access Qwickly, instructors and teaching assistants click on the **Tools** link in the Blackboard base navigation and select **Qwickly Course Tools**. If you see a Blackboard Learn Authorization screen, click the **Allow** button to proceed to Qwickly. When the Qwickly panel loads, click on a tool to use it. Short descriptions and instructions for each tool are listed below.



Send Email

Use this tool to send email to all students in one or more sections. Click the *SEND EMAIL* button, complete the form that appears, and click submit to send a message.

Create Content or Create Assignment

Use these tools to add a simplified [Item](#) or [Dynamic Assignment](#) to one or more sections. These tools allow you to publish to a [content area](#) within selected sections; it does not drill down into folders or learning modules yet. Click the *CREATE CONTENT* or *CREATE ASSIGNMENT* button, complete the form that appears, and click the submit button. If you need to edit content after you have published it through these tools, locate the content within a section.

Course Availability

This tool will display sections attributed to recent semesters only (Example: SU2022, FA2022, SP2022). **Use this tool to make a section available on its start-date.** Click the *COURSE AVAILABILITY* button, then click the on/off button for each section to change the section's availability instantly.

Create a Calendar Event

Use this tool to add an event to the [calendar tool](#) in one or more sections. Click the *CREATE CALENDAR EVENT* button. Complete the form that appears to schedule the event. Then, click submit.

Post Announcement

Use this tool to *schedule* an announcement in advance or post an immediate announcement to one or more sections. Immediate announcements can be sent to email. Click the *POST ANNOUNCEMENT* button, complete the form that appears, then click submit.

Check Links

Use this tool to check one or more sections for broken web links and make repairs as needed. Click on the *CHECK LINKS* tool, select your sections, and review the list of links that appears. Healthy links will be marked with a green checkmark and broken links will be marked with a red x icon. You may repair broken links by using the provided link editing tool.