Qwickly Quick Start Guide

For faculty who teach face-to-face courses. If faculty teach both online and face-to-face, Qwickly tools are available only for the face-to-face courses.

This is what you can do with Qwickly Tools
1. Access Qwickly Tools and set course availability right from the My Institution page (the page you land on when you first log into Blackboard).
2. Access the Needs Grading section of any course right from the My Institution page.
3. Instructors can send emails to all users in multiple courses at once (including file attachments) from the My Institution page.
4. Instructors can post announcements to multiple courses at once from the My Institution page.
5. Create a Jot Assignment – a Jot Assignment allows instructors to insert diagrams, charts, maps, and more for students to write on directly in Blackboard.

How to use Qwickly Tools (Quick Start Guide)
1. **Access all Qwickly Tools** right from the My Institution page (the page you land on when you first log into Blackboard). **Click on Course Availability** to see all your recent courses on one list. Click ON/OFF to make course visible/not visible to students.

Watch a video demo of this tool: [https://www.youtube.com/watch?time_continue=5&v=POUjmhdxiiY](https://www.youtube.com/watch?time_continue=5&v=POUjmhdxiiY)
2. **Access Needs Grading area for all courses**: All your courses are on one list. Click on Qwickly Tools on the My Institution page (the page you land on when you first log into Blackboard) then click Needs Grading.

3. **Send email to all users in multiple courses at once**: Click on Qwickly Tools on the My Institution page (the page you land on when first logging into Blackboard). Then click Send Email. Select the courses you want to include in the email. Compose email, add an (optional) attachment and submit.

Watch a video demo of this tool: [https://www.youtube.com/watch?time_continue=1&v=V4L-w0jrNjU](https://www.youtube.com/watch?time_continue=1&v=V4L-w0jrNjU)
4. **Post an announcement to all courses at once.** Click on Qwickly Tools on the My Institution page (the page you land on when first logging into Blackboard). Then click Post Announcement. Select the courses you want to include in the announcement. Compose announcement (attaching files to announcements is not available). Click Email Announcement if desired and click Submit.

Watch a video demo of this tool: [https://www.youtube.com/watch?v=gMGZVieUnSs](https://www.youtube.com/watch?v=gMGZVieUnSs)
5. **Create a Jot Assignment.** From the Content page of your course, hover mouse over Assessment button then click on Qwickly Jot Assignment. Add a title, instructions, upload an image, due date and points possible. Click Submit to finish the Assignment set up. A column is added automatically in the Grade Center.

Watch a video demo of this tool: https://youtu.be/3vgjA0eP24?t=2m10s