

# 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.

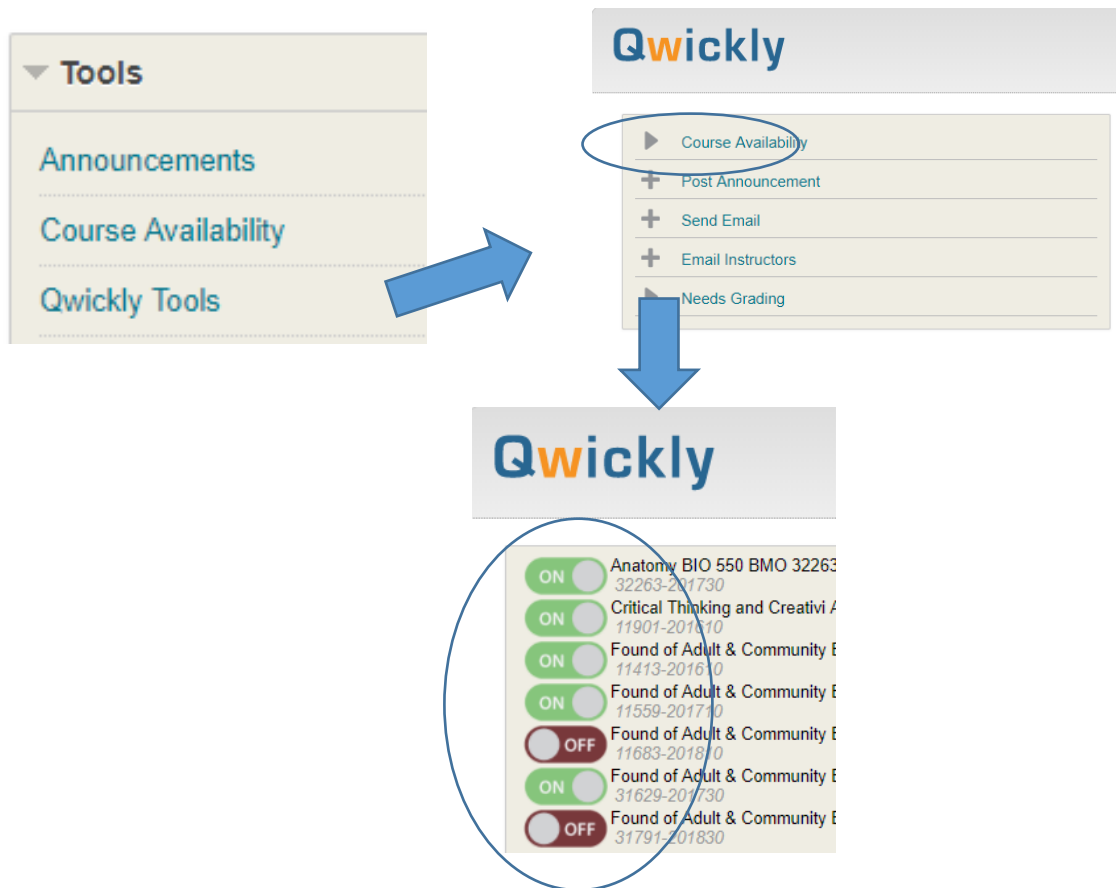
## This is what you can do with Qwickly Tools

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.

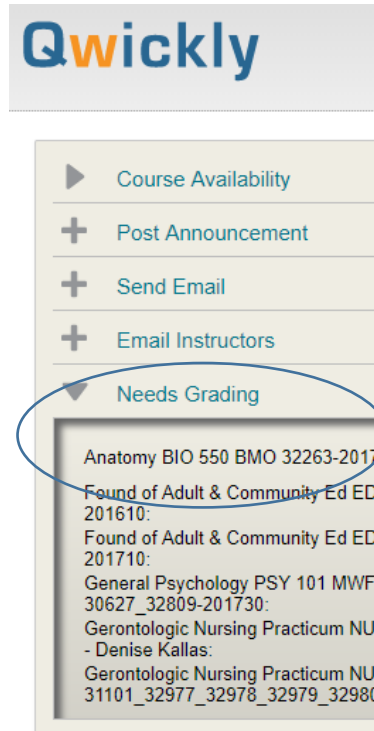
## How to use Qwickly Tools (Quick Start Guide)

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=POUjmhdxixY](https://www.youtube.com/watch?time_continue=5&v=POUjmhdxixY)

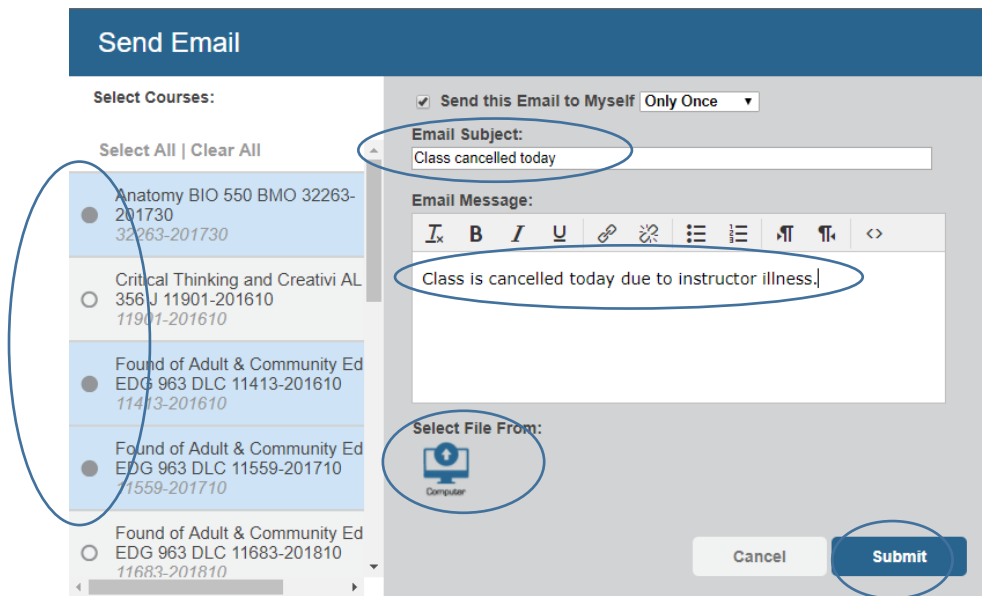


2. **Access Needs Grading area for all courses:** All your courses are on one list. Click on Qwickly Tools on the My Institution page (the page you land on when you first log into Blackboard) then click Needs Grading.



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>

**Post Announcement**

**Select Courses:**

Select All | Clear All

- Anatomy BIO 550 BMO 32263-201730  
32263-201730
- Critical Thinking and Creativi AL 356 J 11901-201610  
11901-201610
- Found of Adult & Community Ed EDG 963 DLC 11413-201610  
11413-201610
- Found of Adult & Community Ed EDG 963 DLC 11559-201710  
11559-201710
- Found of Adult & Community Ed EDG 963 DLC 11683-201810  
11683-201810

**Announcement Subject:**  
See you in Chapel today!

**Announcement Message:**

See you in Chapel today!  
Professor Davis

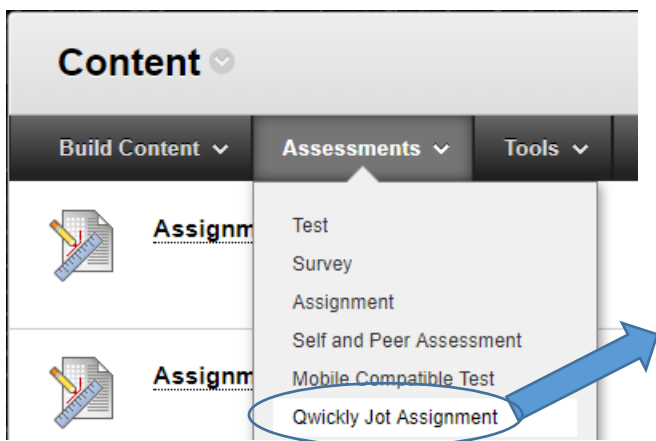
Email Announcement  
Send a copy of this announcement immediately

**Select File From:**

Cancel **Submit**

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/3vq1jA0eP24?t=2m10s>



## Qwickly Jot Assignment

*Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to track their submission.*

\*Indicates a required field.

### ASSIGNMENT INFORMATION

\* Name

Instructions

*I* **B** *I* U

Type instructions here.

### \* ASSIGNMENT FILE

*If you select a file you do not want, click Cancel to remove the attachment from the content item.*

analysis.jpg

### DUE DATES

Due Date  Yes  No

Date

### EVALUATION

\* Points Possible

Grade Displays

Grading Period

### AVAILABILITY

Make the Assignment Available  Yes  No

Track Number of Views  Yes  No

*Click Submit to proceed. Click cancel to go back.*