

# Qwickly Instructions

## Description

Qwickly makes it easy for you to manage the Blackboard courses you teach. Post announcements, send email, create content, and more to multiple courses at one time.

### Capabilities

Using Qwickly, you can create the following elements in one or several of your courses at one time.

- Send Email
- Create Content
- Create Assignment
- Course Availability
- Create Calendar Event
- Post Announcement

## Using Qwickly

Qwickly is readily available to use in Blackboard with no software installation or setup necessary.

1. Login to [UTSA's Blackboard Environment](#)
2. Locate the Tools section on Blackboard
3. Select **Course Tool (Qwickly)**

Once the page has loaded, you will be inside Qwickly. Choose one of the options from the list provided to share with your courses.

**Send Email**

1. Select Send Email
2. Check the boxes to choose which courses should receive this email
3. Use the “Send To” option to choose who in your courses this email will go to
4. Type in the Subject and Content of your Email
5. When you’re finished, press **Submit** and your email will send to the courses you selected.

**Create Content**

1. Select Create Content
2. Check the boxes to choose which courses should have this content created
3. Type in the Title of your content and fill out the description of your content
4. Use the “Select Content Area” option if you want your content to be shared into a specific folder of your course
5. When you’re finished, press **Submit** and your content will be created in the courses you selected.

**Create Assignment**

1. Select Create Assignment
2. Check the boxes to choose which courses should have this assignment created
3. Type in the following information
  - a. Name of assignment
  - b. Points the assignment is worth
  - c. Date and time the assignment is due
  - d. Description of the assignment
  - e. Start and End dates if needed
4. Use the “Select Content Area” option if you want your assignment to be shared into a specific folder of your course
5. When you’re finished, press **Submit** and your assignment will be created in the courses you selected.

**Course Availability**

1. Select Course Availability
2. Check the boxes to choose which courses should become available
3. Press **Submit**

### **Create Calendar Event**

1. Select Create Calendar Event
2. Check the boxes to choose which courses should add this calendar event
3. Type in the event Title and description
4. Use the Start and End dates or enter a Location if applicable
5. When you're finished, press **Submit** and your calendar event will be created in the courses you selected.

### **Post Announcement**

1. Select Post Announcement
2. Check the boxes to choose which courses this announcement should be sent to
3. Type in the announcement Title and description
4. Use the Display After and Display Until dates if needed
5. When you're finished, press **Submit** and your announcement will be created in the courses you selected.

## **Support & Resources**

If you have questions or would like to learn more, additional web resources are provided by Qwickly below.

- [Qwickly Accessibility Information web page](#)
- [Qwickly Knowledge Base web page](#)
- [Upcoming Qwickly Webinars web page](#)
- [Additional Qwickly How to Videos web page](#)