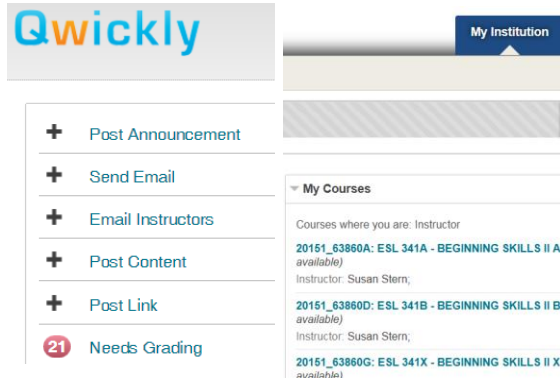


Qwickly is a Blackboard building block which allows you to simultaneously do the following for multiple courses:

- Create an announcement
- Send email
- Post content (including attachment)
- Post a link
- Easily see the number of items that need grading.

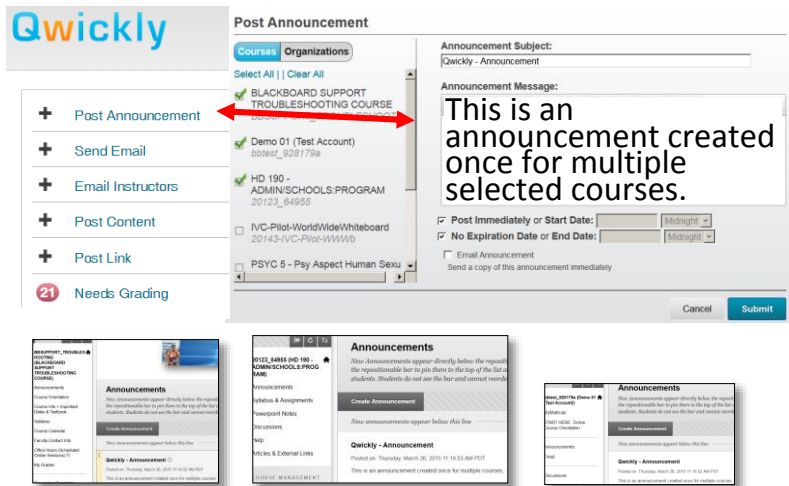


You can access Qwickly on your **My Institution** page on the lower part of the screen.

Post An Announcement For Multiple Courses

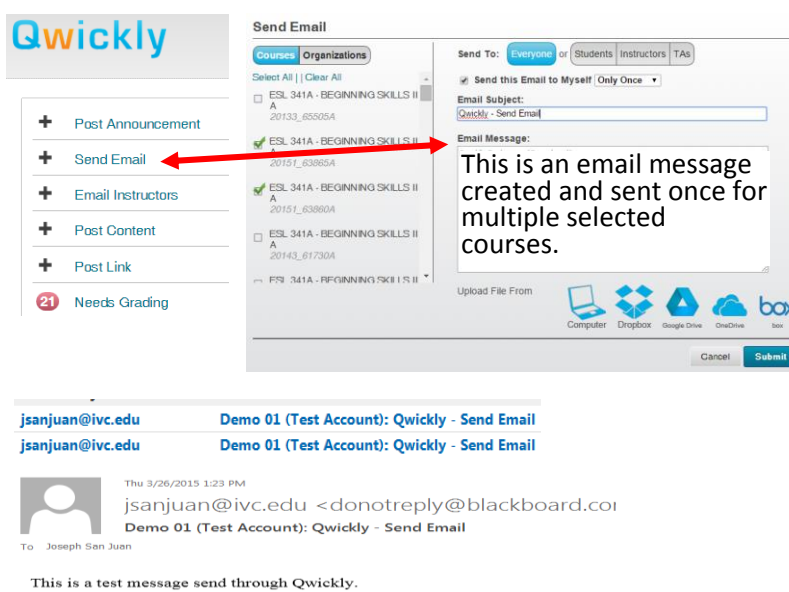
To create an announcement for multiple courses,

1. Select **Post Announcement**
2. Select (via the check boxes) the courses you want to post the same announcement to
3. Enter your **Annoucement Subject** and **Annoucement Message**.
4. If desired, check the date options
5. Click on **Submit**



Create And Send Email To Multiple Courses

1. Select **Send Email**
2. Select (via the check boxes) the courses you want to send the same message to
3. Select the desired recipients button (if you are not sending to *Everyone* by default)
4. Enter your **Email Subject** and **Email Message**.
5. If applicable, upload a file
6. Click on **Submit**



Post Content To Multiple Courses

1. Select **Post Content**
2. Select (via the check boxes) the courses you want to post content into
3. Enter your **Name** of the content item and a **Description**.
4. If applicable, upload a file
5. In the **Post To Course Location** dropdown list, select the desired content area [if left on the default *Create New Content Area*, then the content item will be posted under a new button on the course menu:

[Qwickly Content](#)

6. Click on **Submit**

Post A Link To Multiple Courses

1. Select **Post Link**
2. Select (via the check boxes) the courses you want to post the same content into
3. Enter the **Name** and then type/paste the **URL/Link**.
4. Enter a description of the link.
5. In the **Post To Course Location** dropdown list, select the desired content area [if left on the default *Create New Content Area*, then the link will be posted under a new button on the course menu:

[Qwickly Content](#)

6. Click on **Submit**



Access "Needs Grading" On Multiple Courses

Select **Needs Grading**

Qwickly will then display a link reporting the total number of all items in all your courses that need grading:



- + Post Announcement
- + Send Email
- + Email Instructors
- + Post Content
- + Post Link
- 21** Needs Grading

Needs Grading

Demo 01 (Test Account): **2 items need grading!**
 PSYC 5 - Psy Aspect Human Sexu: **14 items need grading!**
 PSYC 5 - Psy Aspect Human Sexu: **5 items need grading!**

Needs Grading

Instructors can view attempts ready for grading or view columns or apply filters to narrow the list. [More Help](#)

Grade All

Category	Item	User
All Categories	All Items	All Users

1 total items to grade.

Category	Item Name
Assignment	Test Assignment for Multiple Files

Needs Grading

Instructors can view attempts ready for grading or view columns or apply filters to narrow the list. [More Help](#)

Grade All

Category	Item	User
All Categories	All Items	All Users

1 total items to grade.

Category	Item Name
Test	Chapter 2. Posttest

Needs Grading

Instructors can view attempts ready for grading or view columns or apply filters to narrow the list. [More Help](#)

Grade All

Category	Item	User
All Categories	All Items	All Users

2 total items to grade.

Category	Item Name
Test	Chapter 2. Posttest
Assignment	Term paper

