



# Academic Innovation & eLearning

## Using the Qwickly Tool in Canvas

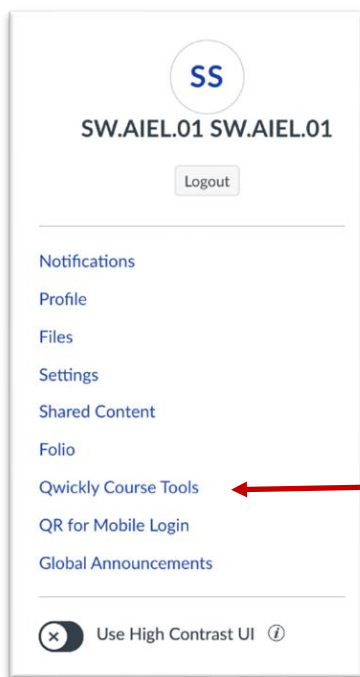
**Qwickly** is a time saving tool that increases the efficiency of communicating with students in multiple course sections, as well as simplifying tasks that need to be done repetitively in each course an instructor teaches. This instruction sheet will provide you with detailed information on how to manage multiple Canvas course sections with Qwickly.

### Step 1:

Log into the LLCC Canvas System.

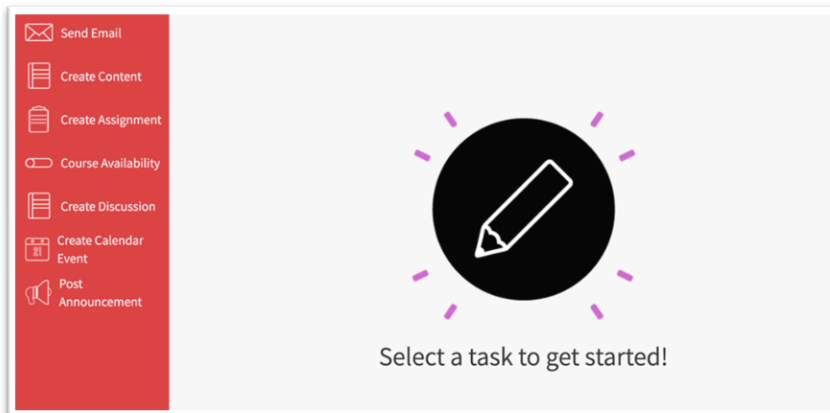
### Step 2:

In the Canvas navigation menu on the left-hand side of your screen, click on the **Account** tab. Your Account Menu will slide out. In the Account Menu click on the Qwickly Course Tools link to access the Qwickly tool.



## Step 3:

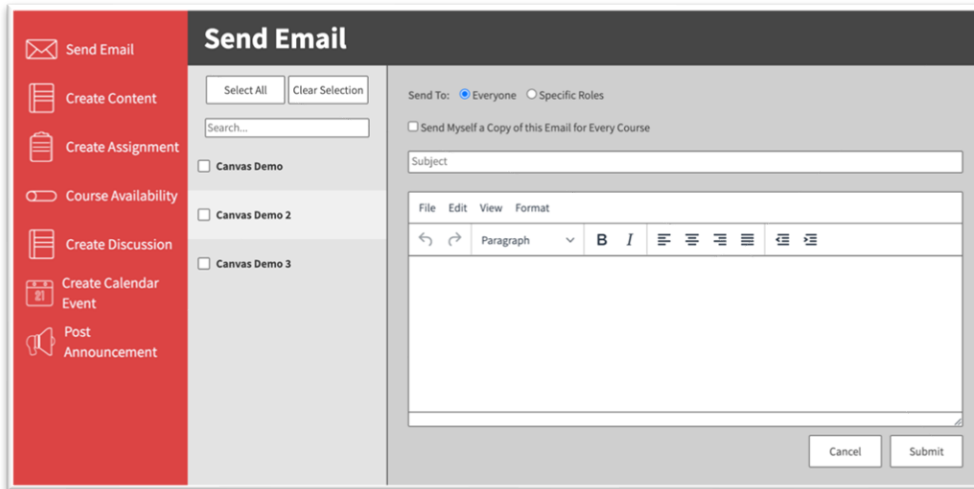
On the **Quickly** page, you see you have several different options to choose from:



- **Send Email**  
Instructors have the option to email (*via their LLCC email account*) students or other instructors and specifically select which course(s) and recipient(s) to message
- **Create Content**  
Allows instructors to deliver content over multiple courses (*such as a PowerPoint or Adobe PDF*)
- **Create Assignment**  
Instructors can create simple assignments over multiple courses.
- **Course Availability**  
Allows instructors to make courses available or unavailable to students
- **Create Discussion**  
Allows instructors to create discussions over multiple courses.
- **Create Calendar Event**  
Instructors can create events over multiple courses.
- **Post Announcement**  
Instructors can create an announcement to a one course or multiple courses with a single posting

## Send Email

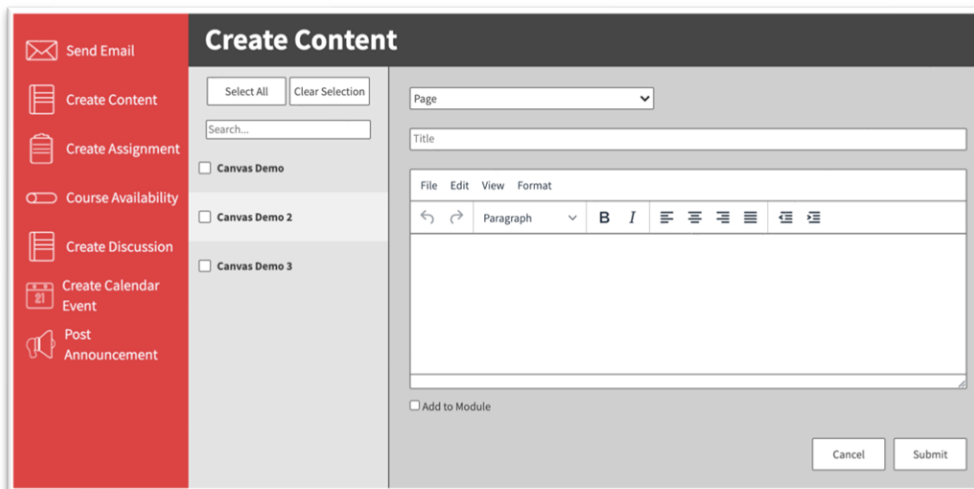
Instructors have the option to email (*via their LLCC email account*) students or other instructors and specifically select which course(s) and recipient(s) to message.



Select the course(s), recipients, and compose your message.

## Create Content

This area allows instructors to deliver content over multiple courses (*such as an Adobe PDF*).



Select the course or courses you wish to post to. Indicate what type of content you intend to post (i.e. page, file, external link). Give the content a name and fill out the content information. Designate if you would like to add the Content to a module (and specify what module).

## Create Assignment

Instructors can create simple assignments over multiple courses.

The screenshot shows the 'Create Assignment' form. On the left is a red sidebar with navigation icons for Send Email, Create Content, Create Assignment, Course Availability, Create Discussion, Create Calendar Event, and Post Announcement. The main form area has a dark header 'Create Assignment'. Below the header are 'Select All' and 'Clear Selection' buttons and a search box. A list of courses is shown on the left: 'Canvas Demo', 'Canvas Demo 2', and 'Canvas Demo 3', each with an unchecked checkbox. The right side of the form contains fields for 'Name', 'Points' (set to 0), and 'Due' date (mm/dd/yyyy) and time (12:00 AM). Below these are 'Assignment Type' options: 'Online' (checked), 'File Upload', 'Text Entry', and 'URL Entry'. A rich text editor follows with a toolbar including 'File', 'Edit', 'View', 'Format', and icons for undo, redo, paragraph, bold, italic, bulleted list, numbered list, link, and unlink. At the bottom, there are 'Start' and 'End' date/time pickers, checkboxes for 'Add to Module' and 'Select Assignment Group', a checked 'Publish Immediately' checkbox, and 'Cancel' and 'Submit' buttons.

Select the course or courses you wish to post to. Give the assignment a name, set the number of points, due date, assignment type, date & time restrictions, location, and give a brief description.

## Course Availability

This area will display all the courses that you are listed as an instructor in the LLCC Canvas system.

Simply select the classes you wish to publish and click the Submit button on the right. ***Please note: any changes are made instantly.***

The screenshot shows the 'Course Availability' form. It features the same red sidebar as the 'Create Assignment' form. The main form area has a dark header 'Course Availability'. Below the header are 'Select All' and 'Clear Selection' buttons and a search box. A list of courses is shown on the left: 'Canvas Demo', 'Canvas Demo 2', and 'Canvas Demo 3', each with an unchecked checkbox. The right side of the form is mostly empty with the text 'Select courses to publish and submit.' and 'Cancel' and 'Submit' buttons at the bottom right.

## Create Discussion

Instructors can post events over multiple courses.

The screenshot shows the 'Create Discussion' interface. On the left is a red sidebar with navigation options: Send Email, Create Content, Create Assignment, Course Availability, Create Discussion (highlighted), Create Calendar Event, and Post Announcement. The main area has a dark header 'Create Discussion' and a search bar. Below the search bar are three checkboxes for 'Canvas Demo', 'Canvas Demo 2', and 'Canvas Demo 3'. The central part is a rich text editor with a 'Topic Title' field, a menu (File, Edit, View, Format), and a toolbar with options like Paragraph, Bold, Italic, and text alignment. Below the editor are file upload icons for Computer, OneDrive, Dropbox, and Box. There are also checkboxes for 'Graded', 'Allow Threaded Replies', and 'Require Post Before Seeing Replies'. A 'Delay Posting' section includes a date and time picker (mm/dd/yyyy, 12:00 AM) and a 'Publish Immediately' checkbox. At the bottom right are 'Cancel' and 'Submit' buttons.

Select the course or courses you wish to post to. Enter the Topic Title, brief description, discussion options, posting date & time, and location.

## Create Calendar Event

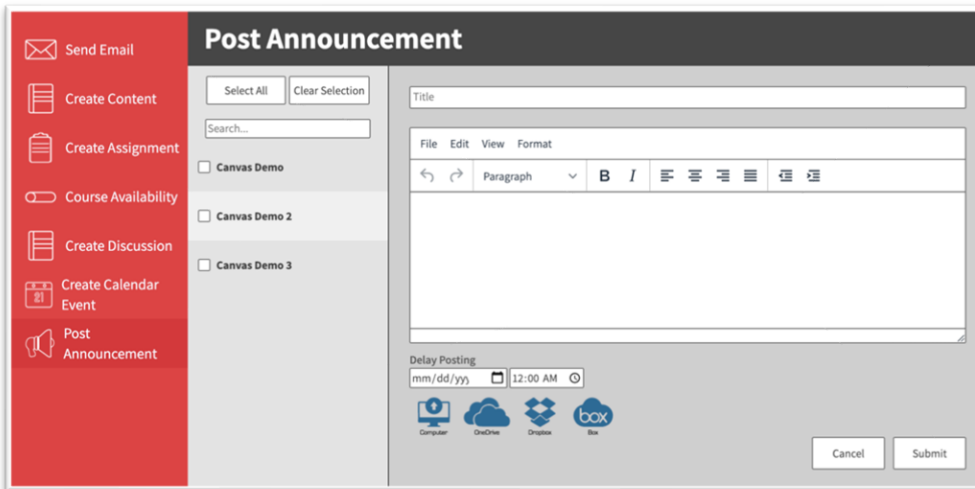
Instructors can post events over multiple courses.

Select the course or courses you wish to post to. Give the event a name, brief description, date information and location.

The screenshot shows the 'Create Calendar Event' interface. It has the same red sidebar as the 'Create Discussion' form. The main area has a dark header 'Create Calendar Event' and a search bar. Below the search bar are three checkboxes for 'Canvas Demo', 'Canvas Demo 2', and 'Canvas Demo 3'. The central part is a rich text editor with an 'Event Title' field, a menu (File, Edit, View, Format), and a toolbar. Below the editor are 'Start' and 'End' date and time pickers (mm/dd/yyyy, 12:00 AM) and an 'All Day' checkbox. There are also 'Location' and 'Address' text input fields. At the bottom right are 'Cancel' and 'Submit' buttons.

## Post Announcement

Instructors can easily post announcements to a single course or multiple courses in one setting.



The screenshot shows the 'Post Announcement' interface. On the left is a red sidebar with navigation options: Send Email, Create Content, Create Assignment, Course Availability, Create Discussion, Create Calendar Event, and Post Announcement (highlighted). The main area is titled 'Post Announcement' and contains a 'Select All' and 'Clear Selection' button, a search box, and three checkboxes for 'Canvas Demo', 'Canvas Demo 2', and 'Canvas Demo 3'. Below these is a 'Title' field and a rich text editor with a menu (File, Edit, View, Format) and various formatting options. At the bottom, there is a 'Delay Posting' section with a date/time picker set to '12:00 AM' and icons for 'Computer', 'OneDrive', 'Dropbox', and 'Box'. 'Cancel' and 'Submit' buttons are at the bottom right.

Simply click checkboxes next to the courses you wish to post to. Fill out your Title and Message. Set your posting date and time and include links to local or cloud content.



*Last Updated: December 17, 2020. Lincoln Land Community College - Academic Innovation & eLearning.*