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.
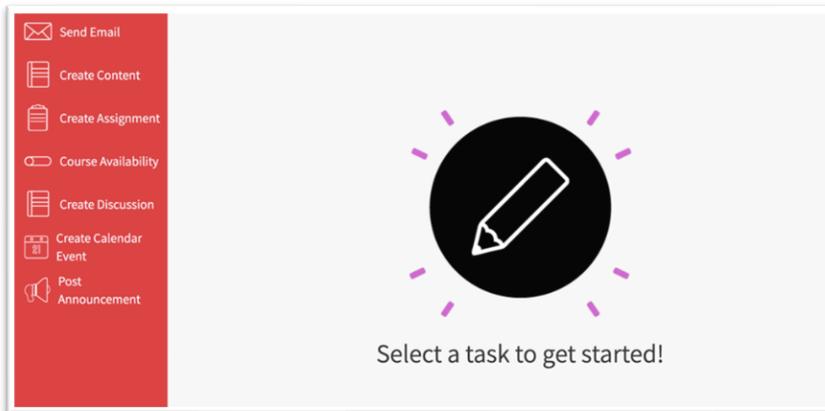
Step 1:
Log into the LLCC Canvas System.

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.
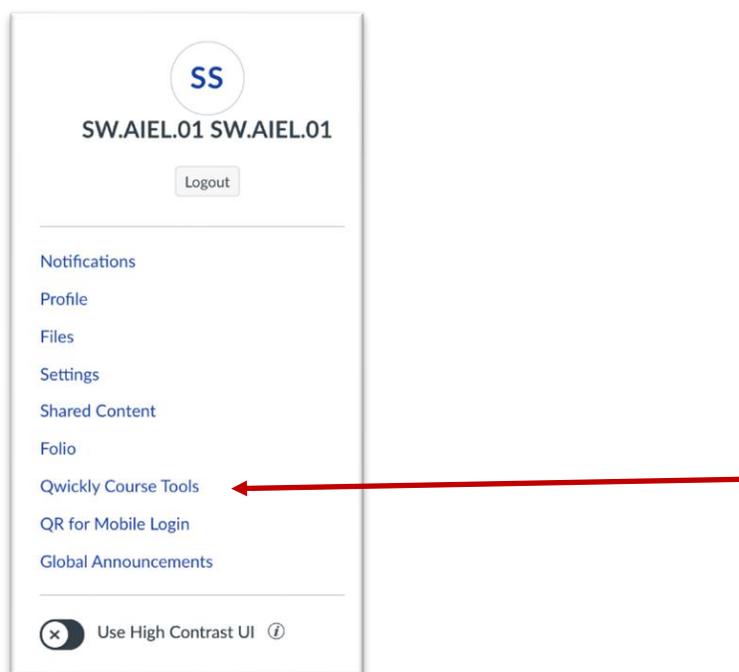
Step 3:

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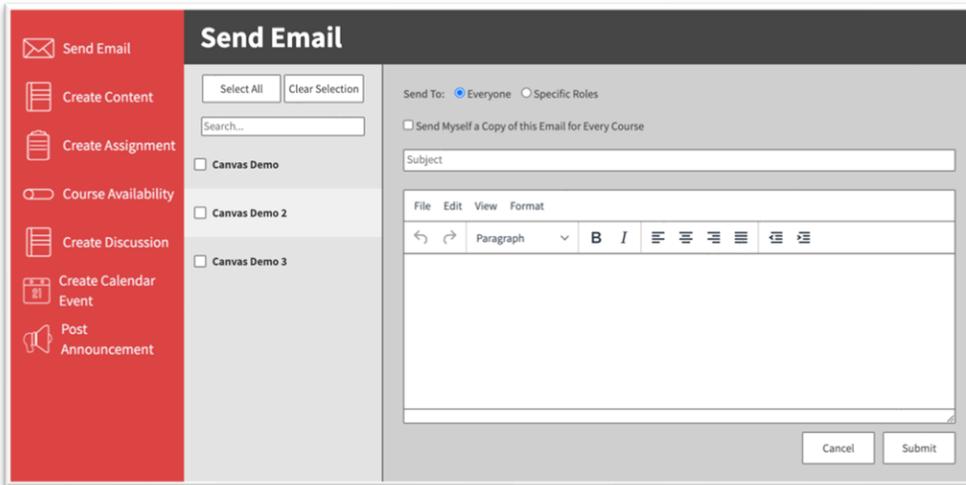
Select the course(s), recipients, and compose your message.

Create Content

This area allows instructors to deliver content over multiple courses (*such as an Adobe PDF*).
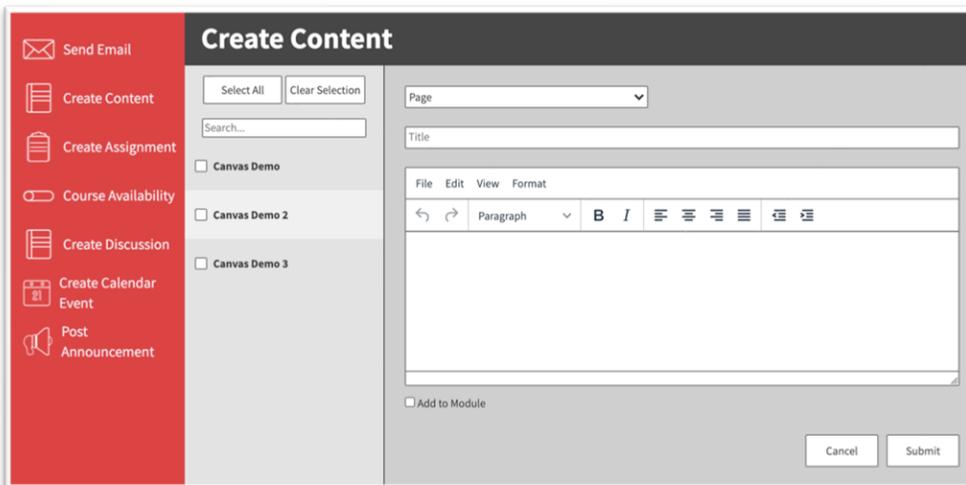
Select the course or courses you wish to post to. Indicate what type of content you intend to post (i.e. page, file, external link). Give the content a name and fill out the content information. Designate if you would like to add the Content to a module (and specify what module).

Create Assignment

Instructors can create simple assignments over multiple courses.

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***.

Create Discussion

Instructors can post events over multiple courses.

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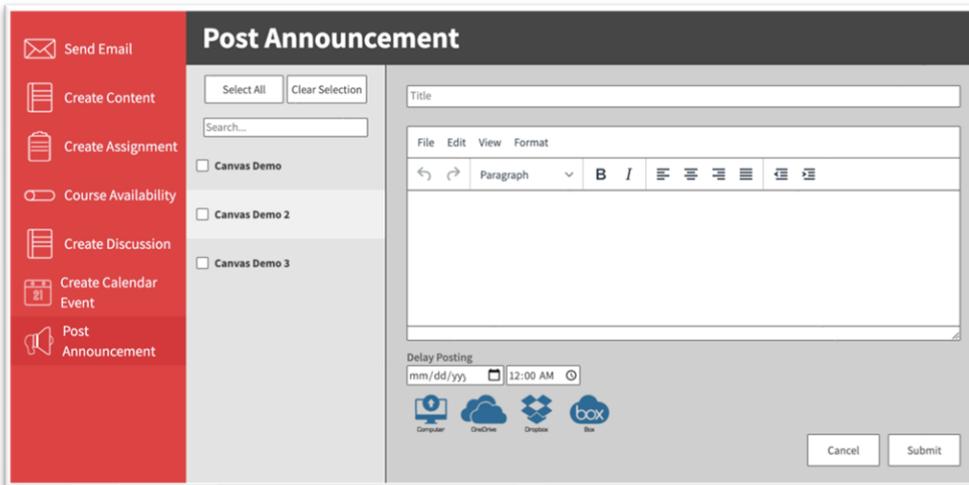
Create Calendar Event

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.

Post Announcement

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

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.