



QWICKLY COURSE TOOLS

VALENCIA COLLEGE



Course Tools

- Send Email
- Post Announcement
- Create Content
- Create Assignment
- Course Availability
- Create Discussion
- Create Calendar Event
- Send Message
- Check Links

Post Announcement

Search...

Select All

Assessment

Dev Destination

2022:Foundations of Educational Equity

INDV4242 Creating Equity-minded Curriculum DEV Sandbox

LCTS3129 Digital Professor Cohort Master Course

Multimedia Resource Toolkit

NFI Online Sandbox

Title

File Edit Insert Format

Paragraph **B** *I*

P

Computer Google Drive OneDrive Dropbox Box

Delay Posting

mm/dd/yyyy 11:59 PM

Send Email

Cancel Submit

QUICKLY OVERVIEW

Quickly Course Tools is a new tool available in Canvas that allows you to post announcements, send emails and messages, and create content for multiple courses simultaneously with a single tool.



Home

Announcements 🔗

Modules

Assignments

Discussions

Grades

People

Pages

Files

Qwickly Course Tools

Syllabus

Outcomes 🔗

Rubrics

Quizzes 🔗

Conferences

Collaborations

Attendance

Valencia Sample Course



Welcome to the course!

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut a consequat. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium do totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vit

To begin the course, click on the image below:

WHERE TO FIND QWICKLY

Qwickly Course Tools can be found in the course navigation menu. The first time the tool is used, you will need to authorize Qwickly to access your account.

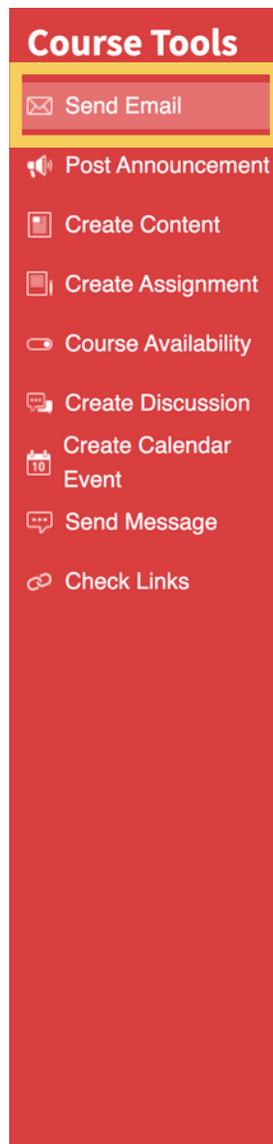
POST AN EMAIL

To send an email to multiple courses at the same time, select the Send Email option. A list of your courses will appear for you to choose from.

You will be able to choose between sending the email to all users in the selected courses, or to a specific subset of Course Roles that you can edit.

The "Send Myself a Copy of this Email for Every Course" will copy the sender for each course. If this is unchecked, you will get one email that summarizes the courses the email was sent to.

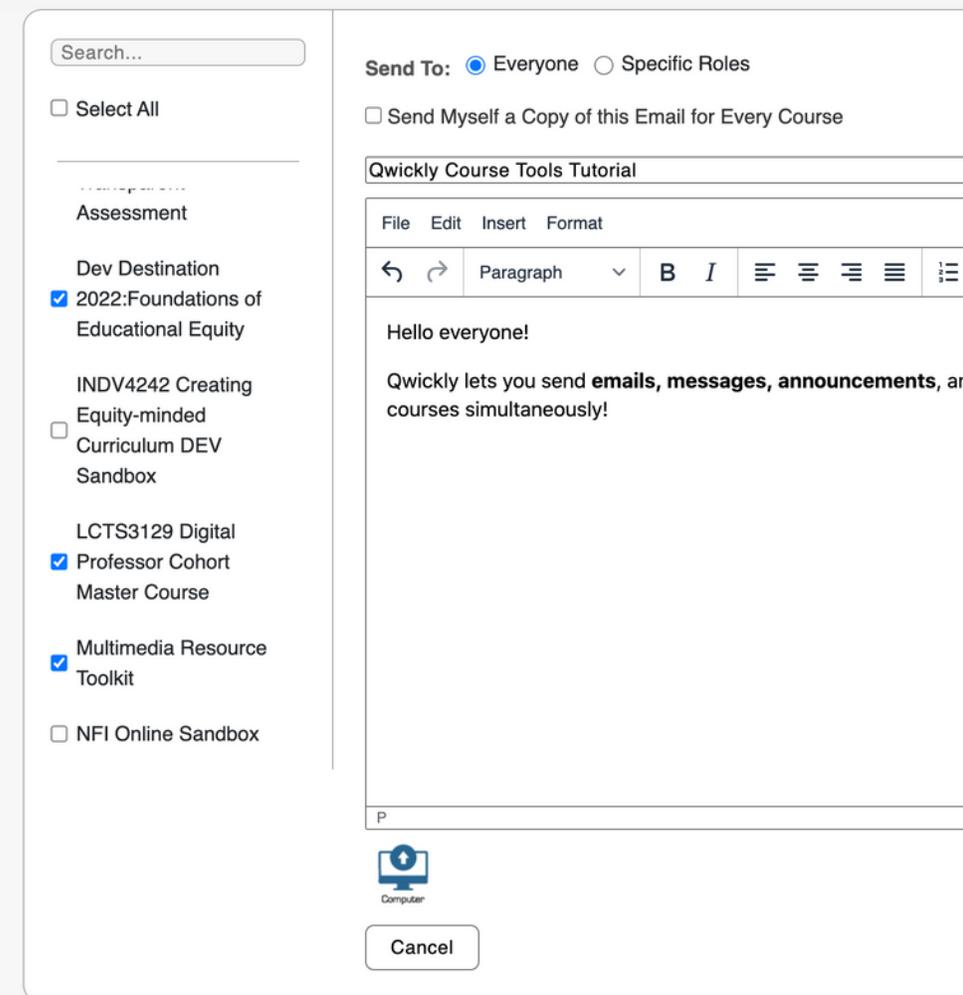
The subject of the email will automatically include the course name when sent.



A vertical sidebar menu titled "Course Tools" with a red background. The "Send Email" option is highlighted with a yellow border. Other options include Post Announcement, Create Content, Create Assignment, Course Availability, Create Discussion, Create Calendar Event, Send Message, and Check Links.

- Course Tools
- Send Email
- Post Announcement
- Create Content
- Create Assignment
- Course Availability
- Create Discussion
- Create Calendar Event
- Send Message
- Check Links

Send Email



A dialog box for sending an email. It features a search bar, a "Select All" checkbox, and a list of courses with checkboxes. The "Send To" section has radio buttons for "Everyone" (selected) and "Specific Roles". There is a checkbox for "Send Myself a Copy of this Email for Every Course". The email content area includes a subject line "Quickly Course Tools Tutorial", a rich text editor with a toolbar, and a "Cancel" button at the bottom.

Search...

Select All

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Send To: Everyone Specific Roles

Send Myself a Copy of this Email for Every Course

Quickly Course Tools Tutorial

File Edit Insert Format

Paragraph **B** *I* [List Icons]

Hello everyone!

Quickly lets you send **emails, messages, announcements**, and courses simultaneously!

Computer

Cancel

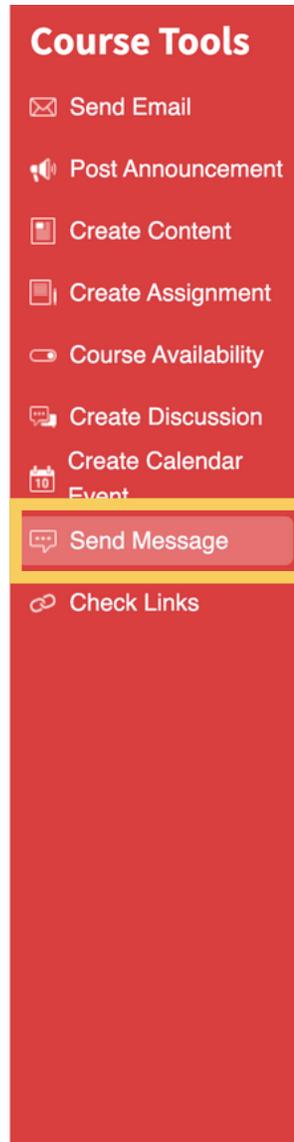


POST A MESSAGE

To send a Canvas inbox message to multiple courses at the same time, select the Send Message option. A list of your courses will appear for you to choose from.

Like with emails, you will be able to choose between sending the message to all users in the selected courses, or to specific roles that you can edit (as seen in the image to the right).

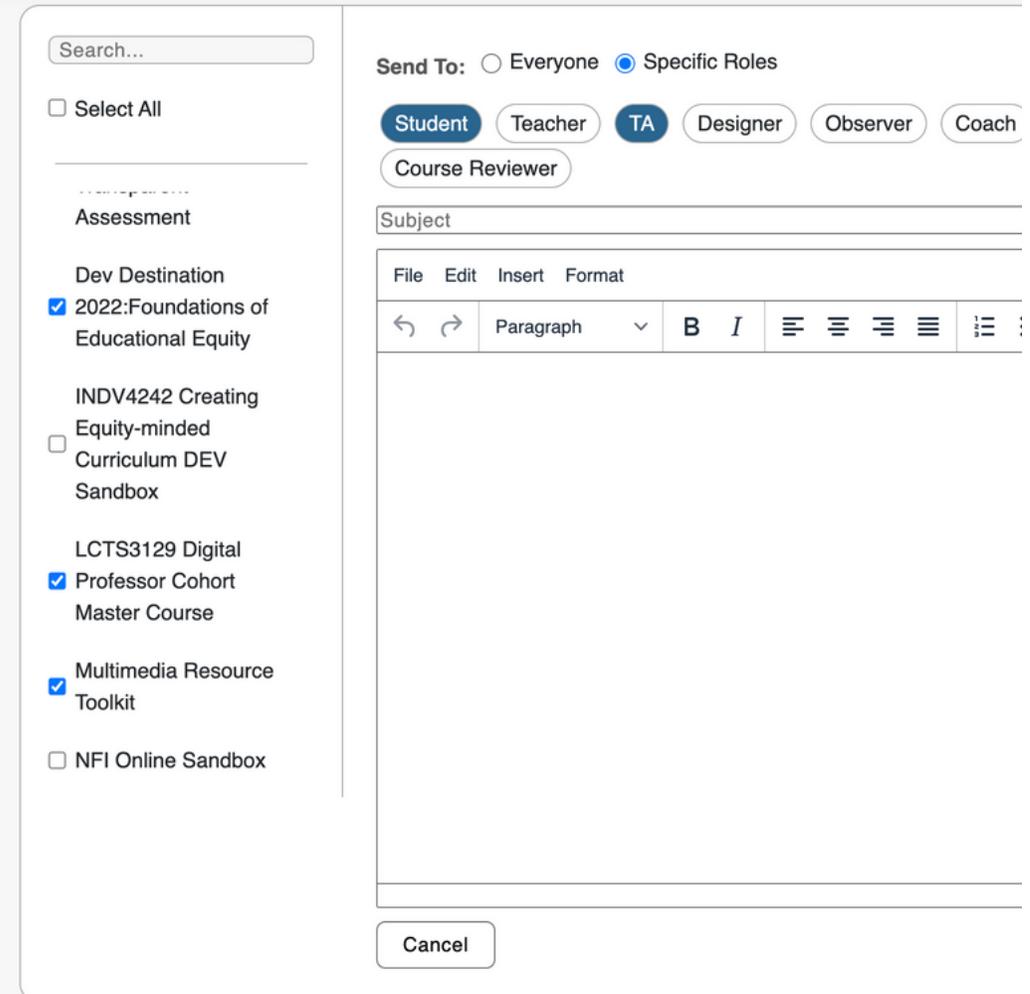
Keep in mind that although the Quikly text entry box has options for formatting, the formatting options such as bolding and descriptive links will not transfer to the Canvas interface.



The image shows a vertical sidebar of course tools. The 'Send Message' option is highlighted with a yellow border. The tools listed are: Send Email, Post Announcement, Create Content, Create Assignment, Course Availability, Create Discussion, Create Calendar Event, Send Message, and Check Links.

- Send Email
- Post Announcement
- Create Content
- Create Assignment
- Course Availability
- Create Discussion
- Create Calendar Event
- Send Message**
- Check Links

Send Message



The image shows the 'Send Message' dialog box. It includes a search bar, a 'Select All' checkbox, a list of courses with checkboxes, and a 'Send To' section with radio buttons for 'Everyone' and 'Specific Roles'. The 'Specific Roles' section is active, showing buttons for Student, Teacher, TA, Designer, Observer, and Coach. The 'Course Reviewer' role is selected. Below the roles is a subject line and a rich text editor with a toolbar containing options for File, Edit, Insert, Format, Paragraph, Bold, Italic, and text alignment. A 'Cancel' button is at the bottom.

Search...

Select All

Assessment

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Send To: Everyone Specific Roles

Student Teacher **TA** Designer Observer Coach

Course Reviewer

Subject

File Edit Insert Format

Paragraph **B** *I* [Text Alignment Icons]

Cancel

POST AN ANNOUNCEMENT

To send an announcement to multiple courses at the same time, select the Post Announcement option. As with the other options, a list of your courses will appear for you to choose from.

You will be able to choose the date that the announcement becomes available, whether it be available immediately or posted at a later date and time.

The computer icon allows you to add a file to your announcement.

Post Announcement

- Create Content
- Create Assignment
- Course Availability
- Create Discussion
- Create Calendar Event
- Send Message
- Check Links

Search...

Select All

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File Edit Insert Format

Paragraph **B** *I*

Hello everyone!

Quickly lets you send **emails, messages, annou** courses simultaneously!

October 2022

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear Today

mm/dd/yyyy 11:59 PM



Course Tools

- ✉ Send Email
- 🔊 Post Announcement
- 📄 Create Content
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- 🔗 Check Links



Start managing your course communication by
selecting a task under Course

ADDITIONAL FEATURES

Other tasks that can be accomplished within the Quickly Course Tool include the following:

- Create Calendar Event allows you to create an event in the Canvas calendar for multiple courses at once.
- Course Availability allows you select multiple courses to publish simultaneously.

Currently, we recommend using Canvas rather than Quickly for checking links, creating content, assignments, and discussions as these features can encounter issues. Quickly works best with Google Chrome.