



# 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

☐ 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.



## 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

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

### Course Tools

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

## Send Email

☐ Select All

Assessment

☒ 2022:Foundations of Educational Equity

INDV4242 Creating Equity-minded Curriculum DEV Sandbox

☐ LCTS3129 Digital Professor Cohort Master Course

☒ Multimedia Resource Toolkit

☐ NFI Online Sandbox

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*


≡ ≡ ≡ ≡ ≡

≡ ≡ ≡ ≡ ≡

Hello everyone!

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

P

  
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 Quickly text entry box has options for formatting, the formatting options such as bolding and descriptive links will not transfer to the Canvas interface.

## Course Tools

✉ Send Email

📢 Post Announcement

📄 Create Content

📅 Create Assignment

🔑 Course Availability

💬 Create Discussion

📅 Create Calendar Event

💬 Send Message

🔗 Check Links

## Send Message

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

Send To: ☐ Everyone ☒ Specific Roles

Student

Teacher

TA

Designer

Observer

Coach

Course Reviewer

Subject

File Edit Insert Format

↶ ↷

Paragraph

▼

**B**

*I*

≡

≡

≡

≡

≡

≡

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

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

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
- 📅 Create Assignment
- 🔌 Course Availability
- 💬 Create Discussion
- 📅 Create Calendar Event
- 💬 Send Message
- 🔗 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.