Qwickly

Create Calendar Event

This document describes how to utilize the Qwickly tool in Blackboard to create a calendar event. The Qwickly tool allows faculty to create an event within the tool, then select multiple courses and/or organizations in which the calendar event appears.

Instructions
1. Access the Qwickly module under the My San Jac tab in Blackboard.
2. Click on the Create Calendar Event link.
3. Begin by selecting the course(s) and/or organization(s) that apply.

![Create Calendar Event](image1)

4. Type in the **Title** and **Description** of the event.

![Create Calendar Event](image2)
5. Lastly, set the **Start and End Dates** and click **Submit** to post the calendar event into the chosen course(s) and/or organizations via the Blackboard calendar tool.