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 Courses tab in Blackboard.

   ![Qwickly Module](image)

2. Click on the Create Calendar Event link.

   ![Create Calendar Event](image)
3. Begin by selecting the course(s) and/or organization(s) that apply.

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