Qwickly

Post Link

This document describes how to utilize the Qwickly tool in Blackboard to post a link. The Qwickly tool allows faculty to post a web link within the tool, and then select multiple courses and/or organizations in which the web link will appear.

Instructions
1. Access the Qwickly module under the My San Jac tab in Blackboard.

2. Click on Post Link.
3. Begin by selecting the course(s) and/or organization(s) needed.

![Image of Post Link interface]

4. Provide the **Name** of the web link, the direct **URL/Link**, and a **Description** as you would like the link to appear in your course and/or organization.

![Image of Post Link interface]
Note: There are two options for posting a web link to a course and/or organization.

A. Post to the same location in each course and/or organization.
B. Post to specific or different locations in each.

5. If posting to the same location in each course and/or organization, use the Post To Location drop down menu to select the desired content area.
6. If creating a new content area menu button for all courses and/or organizations selected, click **Create New Content Area** in the **Post To Location** drop down menu to add a new content area button in the course menu in which to post the web link. Provide a **name** for the new content area that will populate in all courses and/or organizations selected, then click **Submit**.

![Diagram showing the Post Link interface with selected courses, a URL for Khan Academy Introduction, and options for creating a new content area.](image-url)
7. If posting to a specific or different location within each course and/or organization, use the **Post to specific locations** button to choose an area to post in separately for each. Then select the **Click to Choose** text box to view the course menu for each course and/or organization selected.
8. Once the course menu appears, select the desired button in each course and/or organization in which to post the web link. Finalize by clicking **Submit**.