

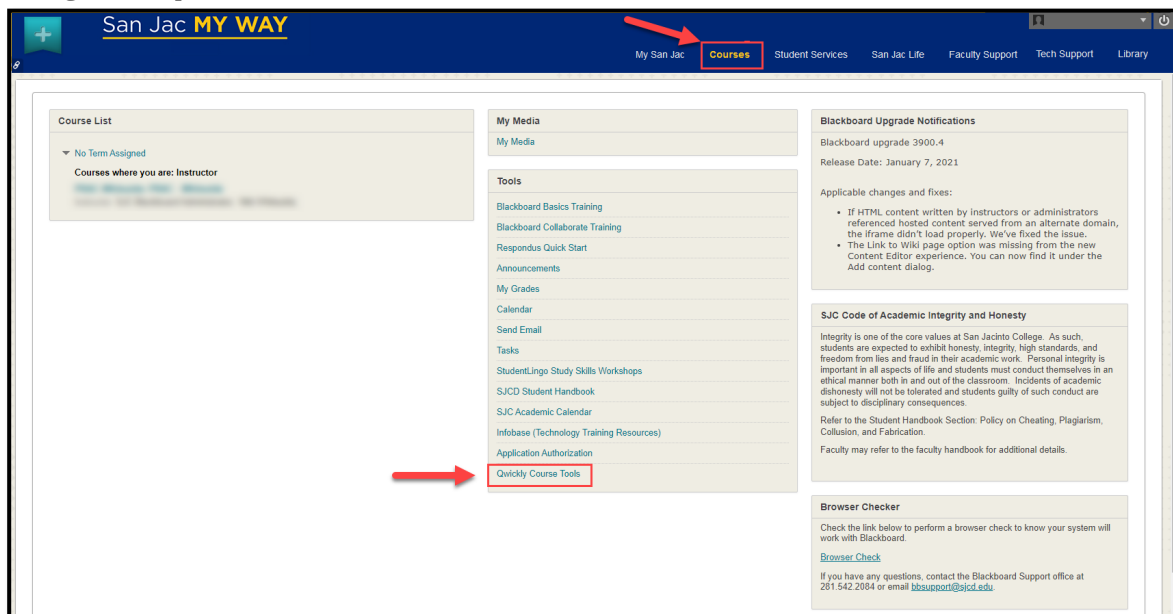
Qwickly Course Tools

Send Email

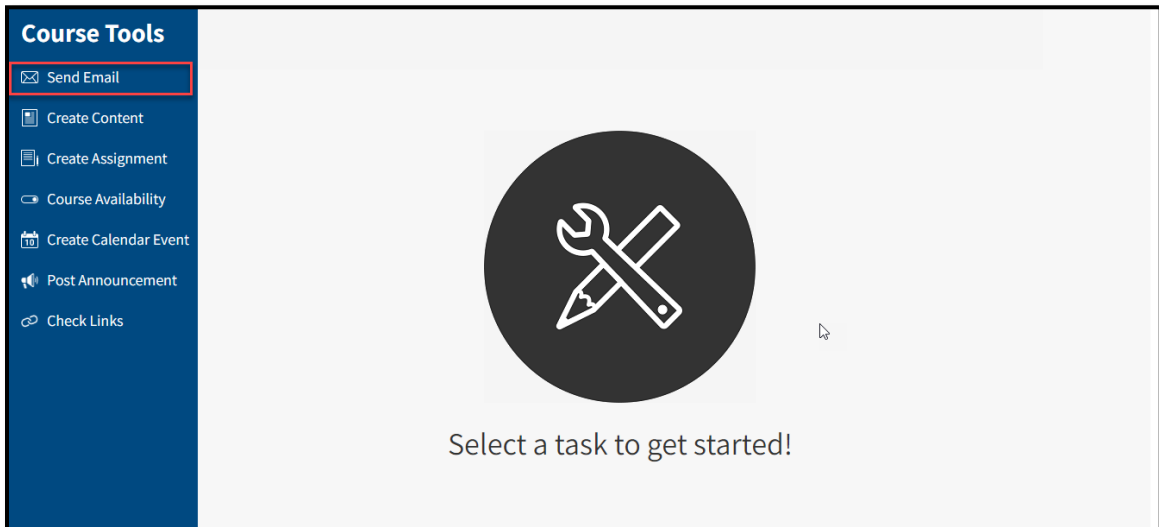
This document describes how to utilize the Qwickly Course Tools to create and send an email to learners in multiple courses and/or organizations.

Instructions

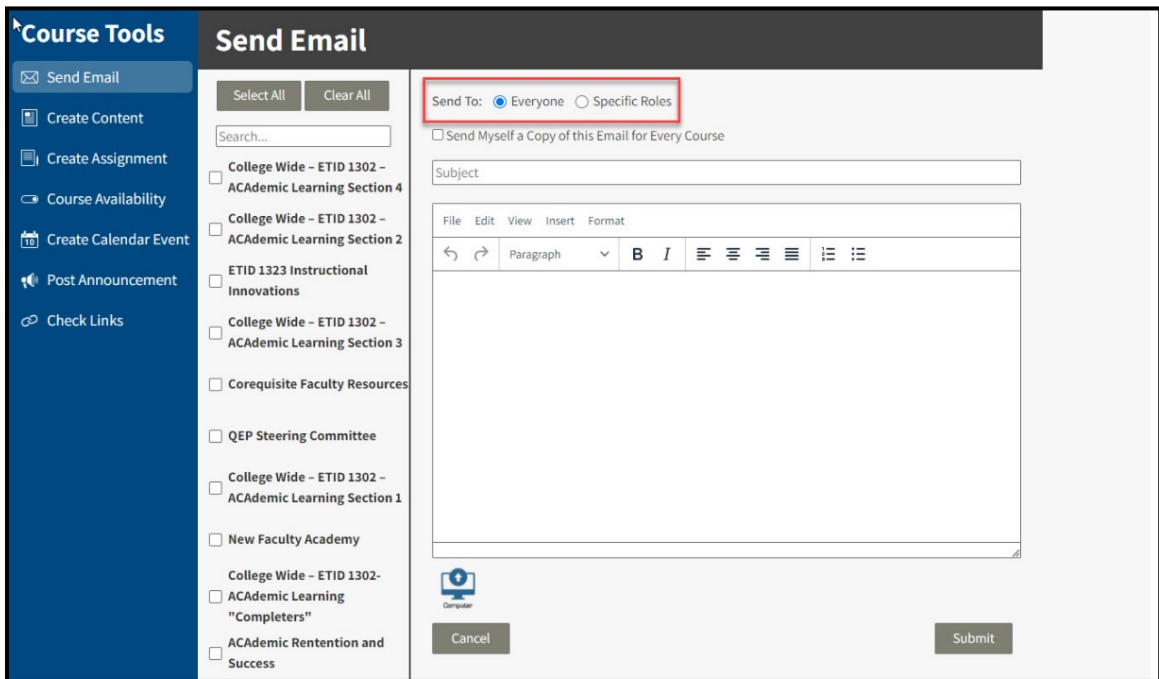
1. Under the **Courses** tab in Blackboard, locate the **Tools** module and click on **Qwickly Course Tools**.



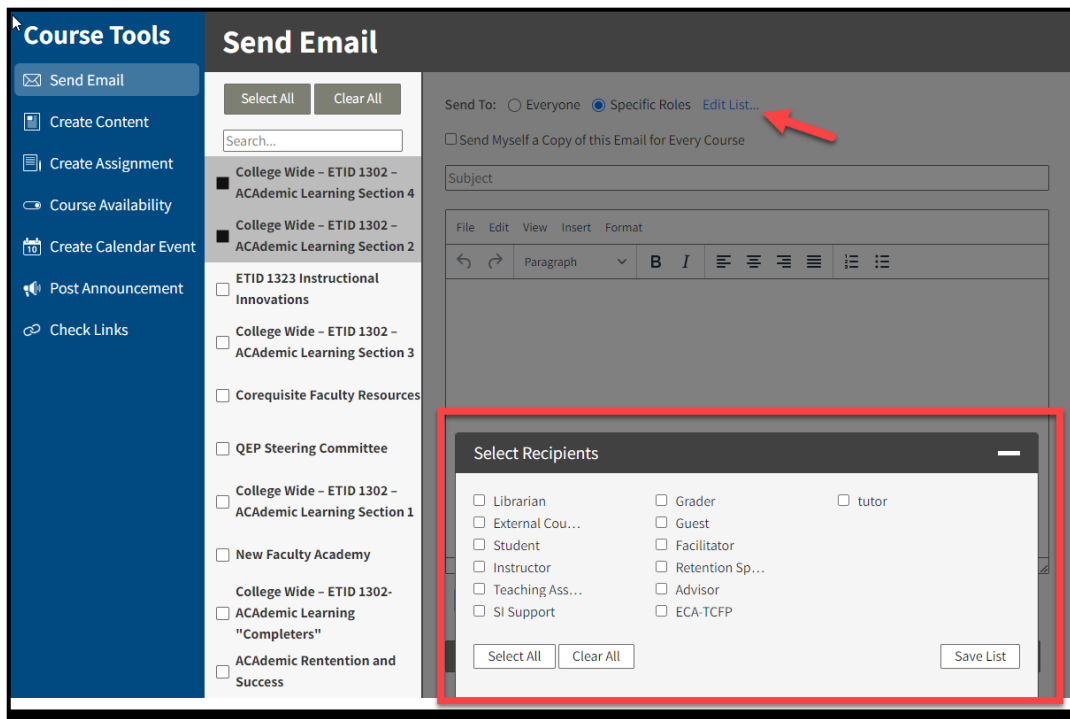
2. Click on the **Send Email** link.



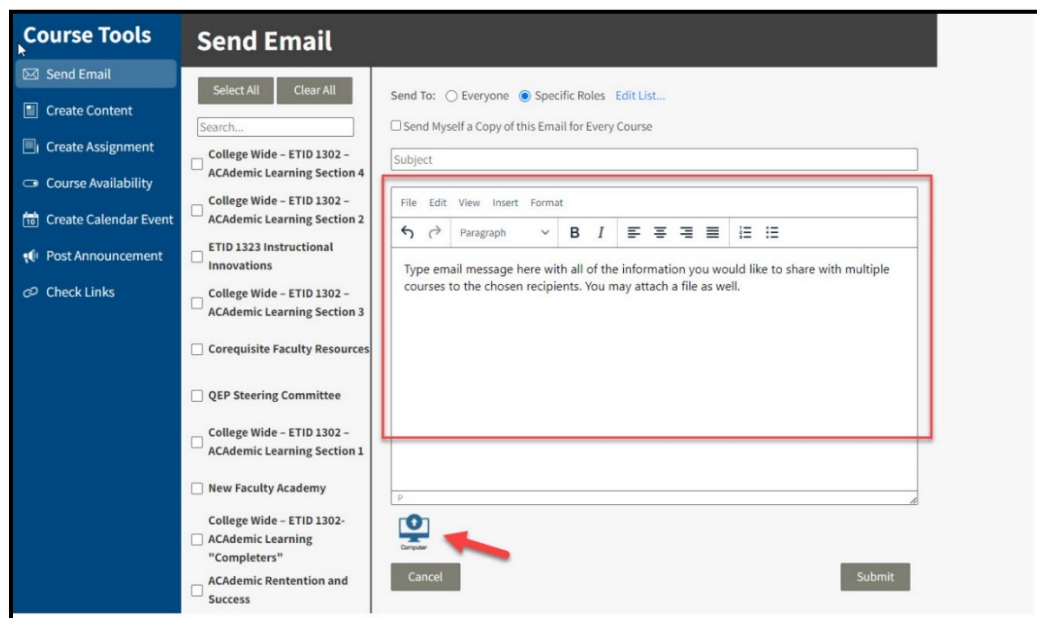
3. When sending an email via the Qwickly Course Tools, emails can be sent to **everyone** listed as users in the selected courses or those with **specific roles**.



4. Choosing **Selected Roles** will prompt a menu of pre-determined roles specified by the College. Select the user role(s) you would like to send the email to.



5. Fill in the **Email Subject** and message. If you have any attachments, you can attach them using the **Computer** button to search your computer.



6. Lastly, select the courses and/or organizations in which you would like the email message to be sent and click **Submit**.

Course Tools **Send Email**

Select All Clear All

Send To: Everyone Specific Roles [Edit List...](#)

Send Myself a Copy of this Email for Every Course

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ACAdemic Rentention and Success

Subject

File Edit View Insert Format

Paragraph B I

Type email message here with all of the information you would like to share with multiple courses to the chosen recipients. You may attach a file as well.

Computer

Cancel Submit