

Blackboard Help

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Qwickly



This information applies only to the Original experience. Your institution controls which tools are available.

Qwickly is a productivity integration for Blackboard Learn that allows users to upload Dropbox, Google Drive, OneDrive, and Box files to Blackboard Learn through modules or course tools. For faculty, the Qwickly module allows you to make courses available, send emails, post announcements, and post content to multiple courses at once. Qwickly connects students together, facilitating group interaction.

You can use Qwickly to do common course tasks and upload cloud content. You can also create assignments and let students submit their work using cloud services such as Google Docs.



➔ [Video Tutorials: Basic Review of the Qwickly Module and Course Tools](#)

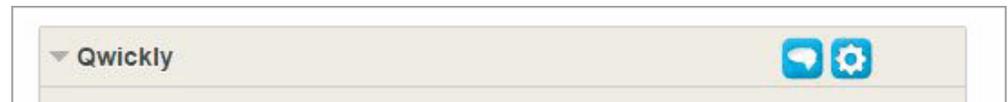
[*Teacher Experience Module](#)

[Teacher Experience Course](#)

Using the module

If Qwickly is deployed as a tool, you have to select the link to open the Qwickly module. These functions are available in the Qwickly module:

- *Course Availability*: Select course availability. The list of courses is controlled by the system administrator.
- *Post Announcement*: Post announcements to courses and organizations.
- *Send Email*: Send emails to courses and organizations.
- *Post Content*: Post documents or links to cloud storage areas in courses and organizations.
- *Post Link*: Post a URL to courses and organizations.
- *Create Assignment*: Create [cloud assignments](#) in courses and organizations.
- *Items Need Grading*: This displays the number of items submitted but not yet graded.





Based on how many submissions you allow, this number may or may not reflect the course Needs Grading area.



Use the module to add a cloud file

1. In the Qwickly module, select *Post Content*.
2. A new window opens where you can type a name and description for the file.
3. Choose the location where the file is stored, either in a cloud storage provider or on your computer.
 - If you choose a cloud provider, type your username and password.
4. Select a file and choose where you want it to appear in your course.
5. Select *Submit*.

Add a cloud file in a course

1. In a course, go to the content area where you want the file to appear.
2. Select *Build Content > Qwickly Upload Cloud Content*.
3. Type a name and description for the file.
4. Choose the location where the file is stored, either in a cloud storage provider or on your computer.

5. Select a file.
6. Choose whether or not to display the item now, and to track the number of views.
7. Select *Submit*.

After you submit the item, a link appears in the content area.

Create an assignment with Qwickly

You can create an assignment in two ways with Qwickly in a Blackboard Learn course.

A **cloud assignment** uses your cloud-based document as the item that students select in a content area. You create cloud assignments on the *Qwickly Cloud Assignment* page. Cloud assignments are designed to have students also submit their work as cloud-based files. Students can upload files from their computers as well, but they don't have access to the editor to submit additional content along with their assignments. Cloud assignments appear in a content area with a cloud icon to tell the student that it is stored outside of the course.

When you create an assignment directly within a Blackboard Learn course using the *Create Assignment* page, you create a **native assignment**. This means that you used Blackboard's software to add content and determine settings. With Qwickly, you can insert cloud files into the editor of an assignment, but it appears as a link that a student must select to view instead of launching automatically. Native assignments appear in the content area as normal items with icons to show the content type.

Create a cloud assignment

1. In a content area, select *Qwickly Cloud Assignment* in the *Assessments* menu.
2. Type a name and instructions.
3. Select the storage location for the file you want to add to this assignment.
4. Find the file and add it.
5. Choose the assignment settings, such as maximum points possible and due date.
6. Select *Submit* to save the assignment.

Students can submit cloud assignments using the module or by selecting the cloud assignment link in a content area. They select their own cloud-based file to attach as their submission for the assignment.

Create a native assignment

You can use the mashups tool in the editor to add cloud-based items to your native Blackboard Learn assignments.

1. Open the *Mashups* menu in the editor to see all of the options.
2. Choose *Qwickly Link Cloud File*.
3. In the window that opens, select where the file is stored and locate the file.
4. Type text for the link to the file.
5. Select *Submit* to insert the link into the content editor.

Your file will appear in the assignment submission area if you're using it to link to a cloud assignment. Similarly, if students want to submit cloud-based files as part of a native Blackboard Learn assignment, they must use the module or the mashups tool within the editor.

