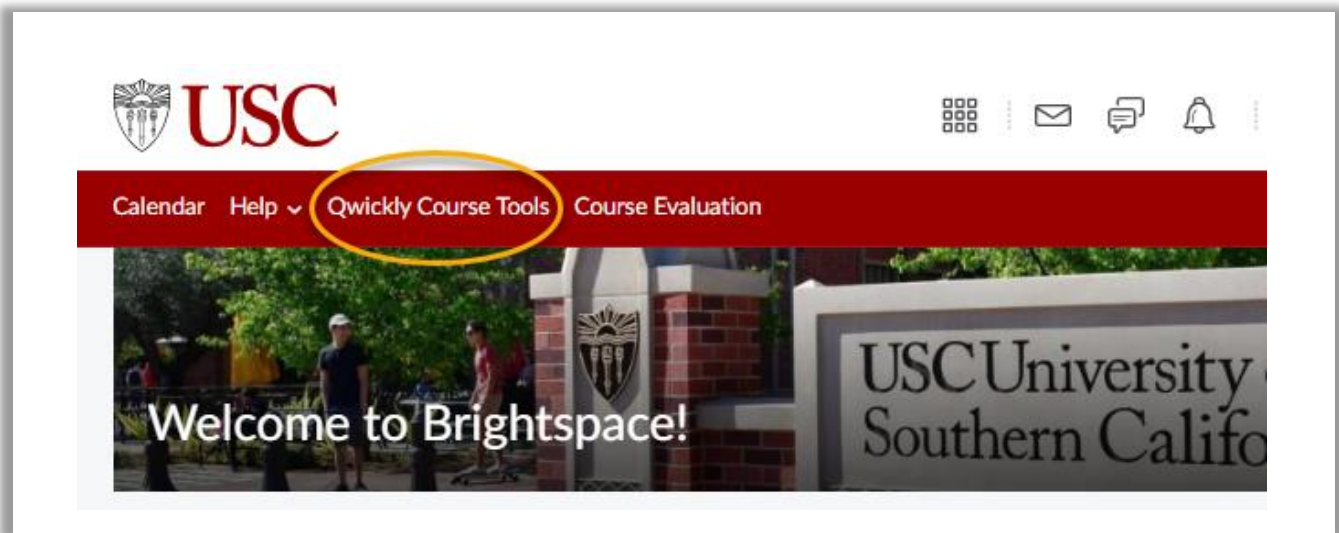


LTI Instructor Help Guide: Quickly Course Tools

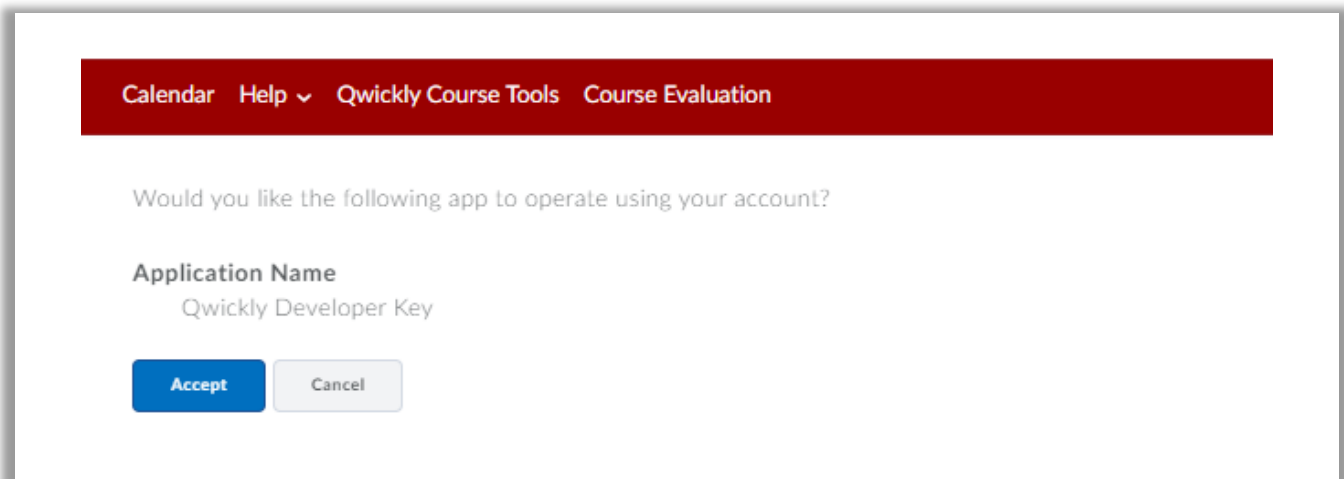
Using Quickly Course Tools for Multiple Courses

Quickly course tools can be used to impact multiple courses from your homepage. To enable Quickly course tools:

1. Navigate to your **Brightspace Homepage** (your landing page when you log onto Brightspace) and click on **Quickly Course Tools** on the Nav Bar. This will open the Quickly Course Tools.

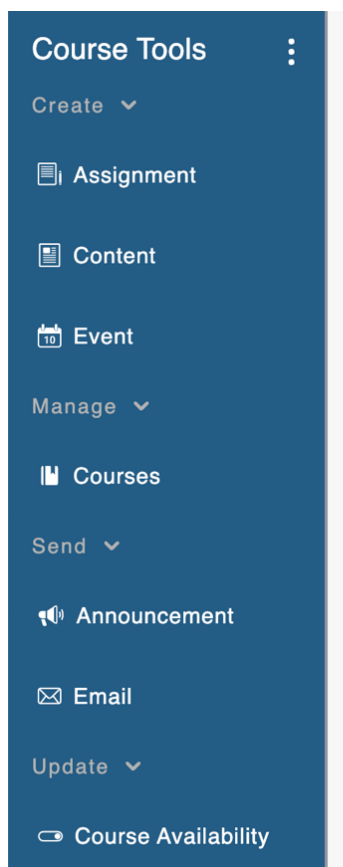


- 1a. On your first log in to Quickly Course Tools, you will receive the notification below. Select **Accept**.



LTI Instructor Help Guide: Quickly Course Tools

2. Once Quickly Course Tools is open, select what you'd like to action from the following Course Tools listed on the left side:

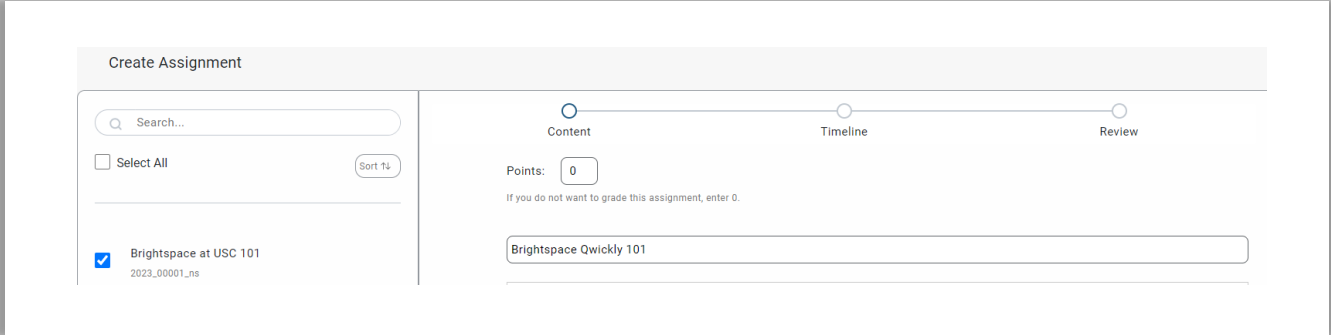


- **Assignment** (see page 3)
- **Content** (see page 6)
- **Event** (see page 9)
- **Announcement** (see page 11)
- **Email** (see page 12)
- **Course Availability** (see page 14)

LTI Instructor Help Guide: Quickly Course Tools

Creating an Assignment

1. To create an assignment with Quickly, click on **Assignment** to display your courses and select the course(s) you want to create the assignment in.



Create Assignment

Search...

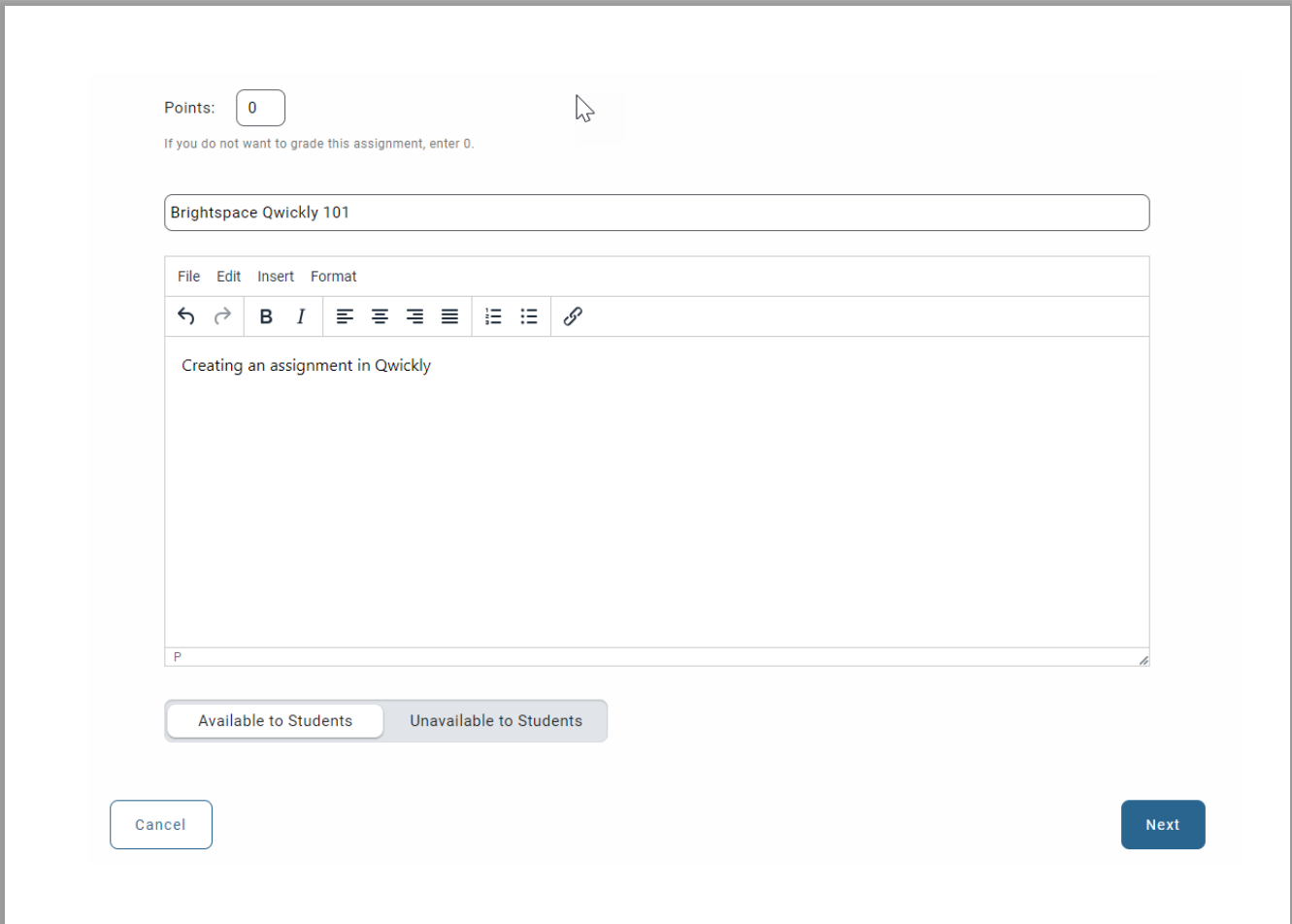
Select All Sort ↕

Brightspace at USC 101
2023_00001_ns

Points:
If you do not want to grade this assignment, enter 0.

Brightspace Quickly 101

2. Create a title, description and determine if you would like the assignment to be available to students. Once you have filled in the fields, click **Next**.



Points:
If you do not want to grade this assignment, enter 0.

Brightspace Quickly 101

File Edit Insert Format

↩ ↪ **B** *I* [List Icons] [Link Icon]

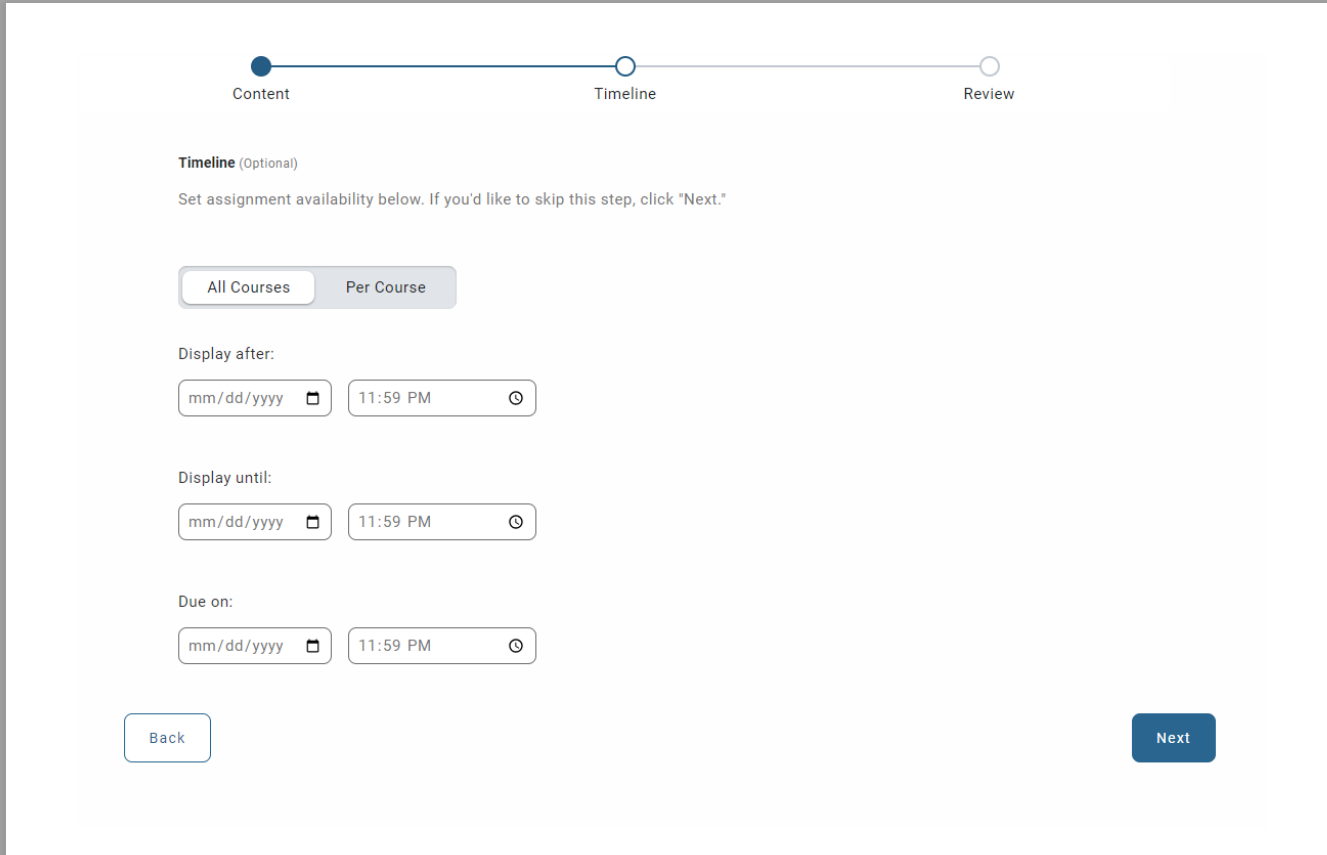
Creating an assignment in Quickly

Available to Students Unavailable to Students

Cancel Next

LTI Instructor Help Guide: Quickly Course Tools

3. *Optional:* Add date and time information for assignment availability and click **Next**.



Content Timeline Review

Timeline (Optional)

Set assignment availability below. If you'd like to skip this step, click "Next."

All Courses Per Course

Display after:

mm/dd/yyyy 11:59 PM

Display until:

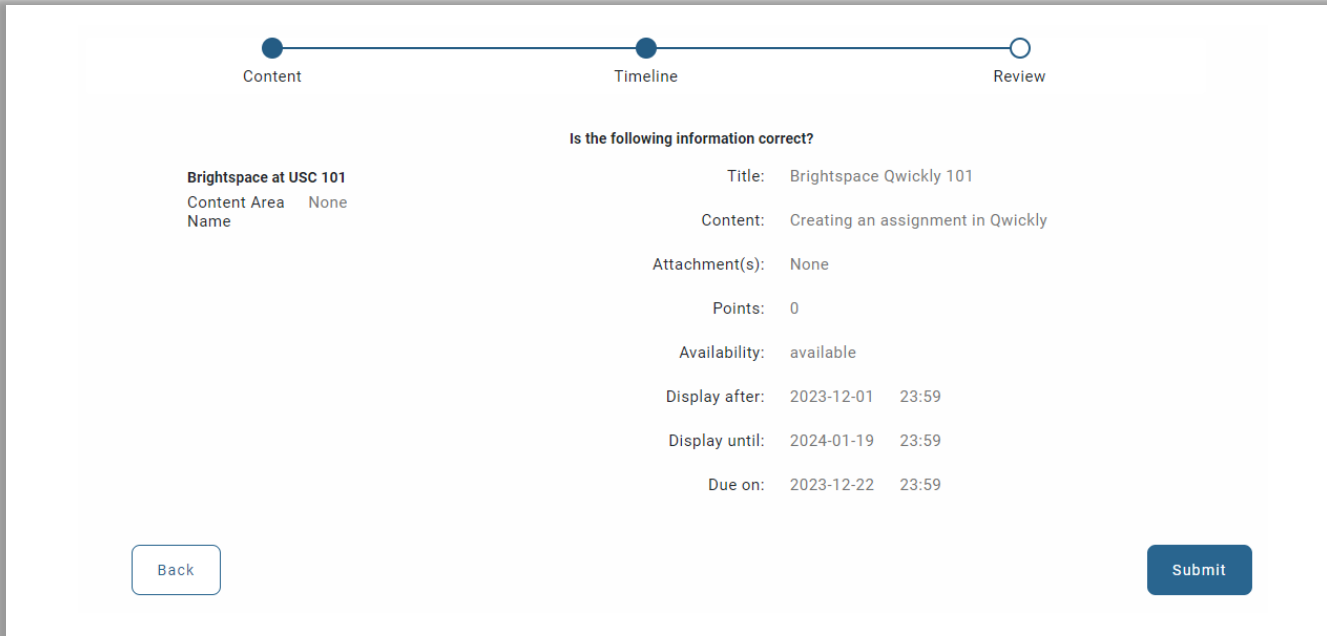
mm/dd/yyyy 11:59 PM

Due on:

mm/dd/yyyy 11:59 PM

Back Next

4. Confirm that the assignment information summary is accurate and click **Submit**.



Content Timeline Review

Is the following information correct?

Brightspace at USC 101
Content Area None
Name

Title: Brightspace Quickly 101

Content: Creating an assignment in Quickly

Attachment(s): None

Points: 0

Availability: available

Display after: 2023-12-01 23:59

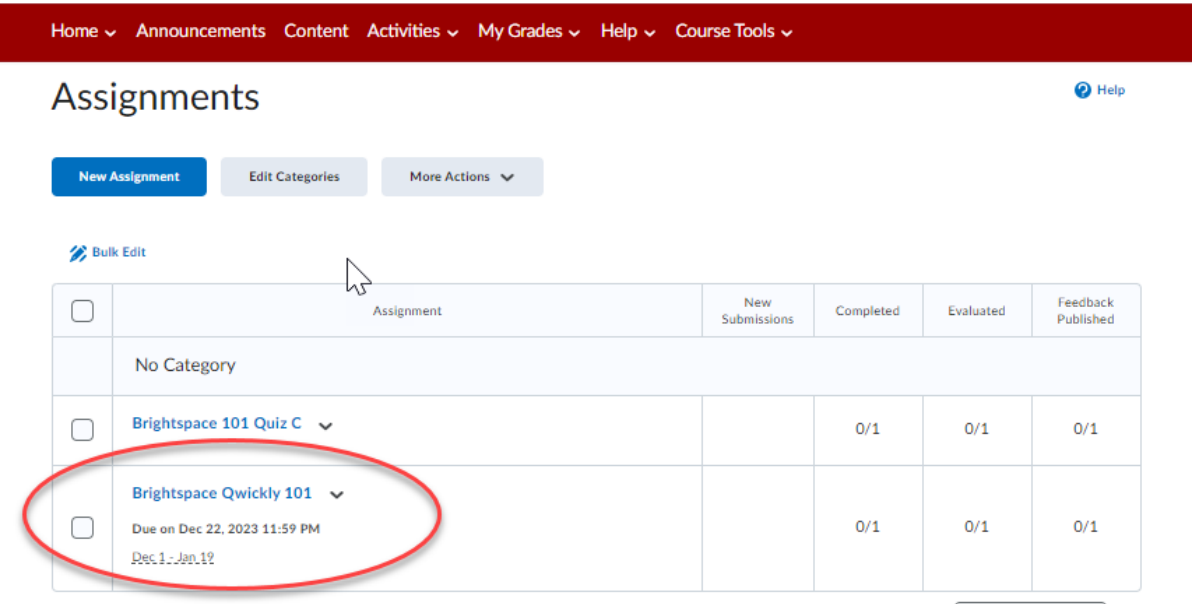
Display until: 2024-01-19 23:59

Due on: 2023-12-22 23:59

Back Submit

LTI Instructor Help Guide: Quickly Course Tools

5. Your new Quickly Course Tools assignment will now appear under your Assignments area in your selected courses.



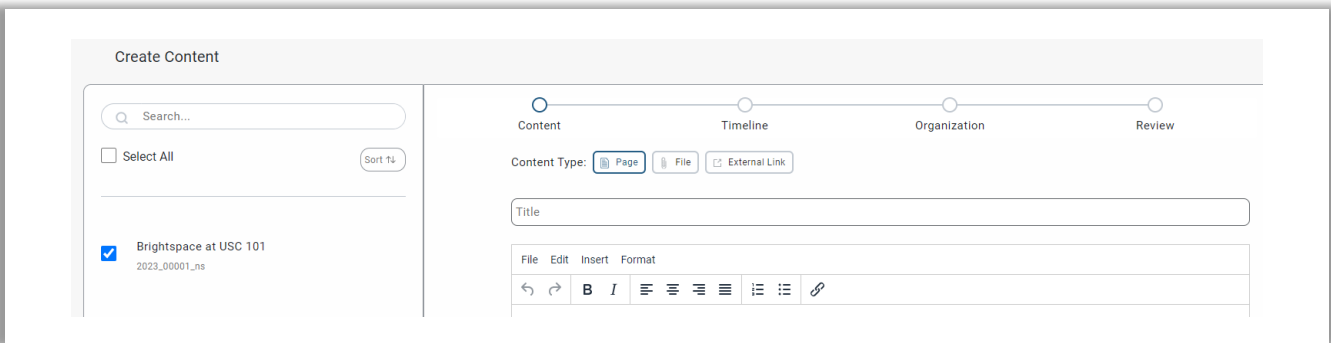
The screenshot shows the Brightspace Assignments page. At the top, there is a navigation bar with links: Home, Announcements, Content, Activities, My Grades, Help, and Course Tools. Below this is the 'Assignments' section with a 'Help' icon. There are three buttons: 'New Assignment', 'Edit Categories', and 'More Actions'. A 'Bulk Edit' link is also present. The main content is a table of assignments. The table has columns for 'Assignment', 'New Submissions', 'Completed', 'Evaluated', and 'Feedback Published'. The first row is 'No Category'. The second row is 'Brightspace 101 Quiz C'. The third row is 'Brightspace Quickly 101', which is circled in red. The fourth row is 'Due on Dec 22, 2023 11:59 PM' with a sub-row 'Dec 1 - Jan 1?'. A mouse cursor is pointing at the 'Assignment' column header.

<input type="checkbox"/>	Assignment	New Submissions	Completed	Evaluated	Feedback Published
	No Category				
<input type="checkbox"/>	Brightspace 101 Quiz C		0/1	0/1	0/1
<input type="checkbox"/>	Brightspace Quickly 101		0/1	0/1	0/1
<input type="checkbox"/>	Due on Dec 22, 2023 11:59 PM		0/1	0/1	0/1
	Dec 1 - Jan 1?				

LTI Instructor Help Guide: Quickly Course Tools

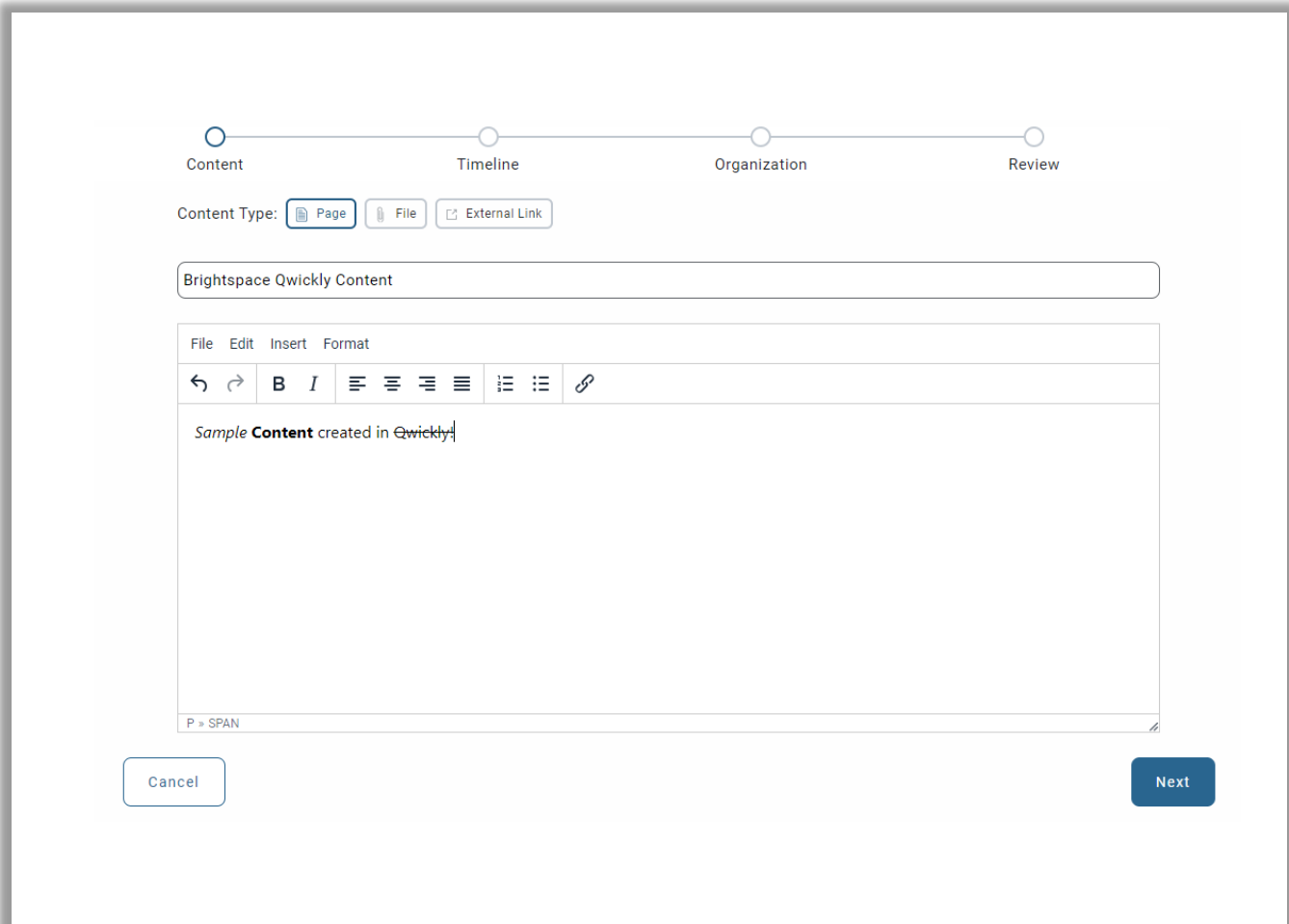
Creating Content

1. To create content with Quickly, click on **Content** to display your courses and select the courses you want to create the content in.



The screenshot shows the 'Create Content' interface. On the left, there is a search bar and a 'Select All' checkbox. Below that, a list of courses is shown, with 'Brightspace at USC 101' selected. The main area features a progress bar with four steps: Content, Timeline, Organization, and Review. The 'Content' step is active. Below the progress bar, there are 'Content Type' buttons for Page, File, and External Link. A 'Title' field is present, and a rich text editor with a toolbar is visible.

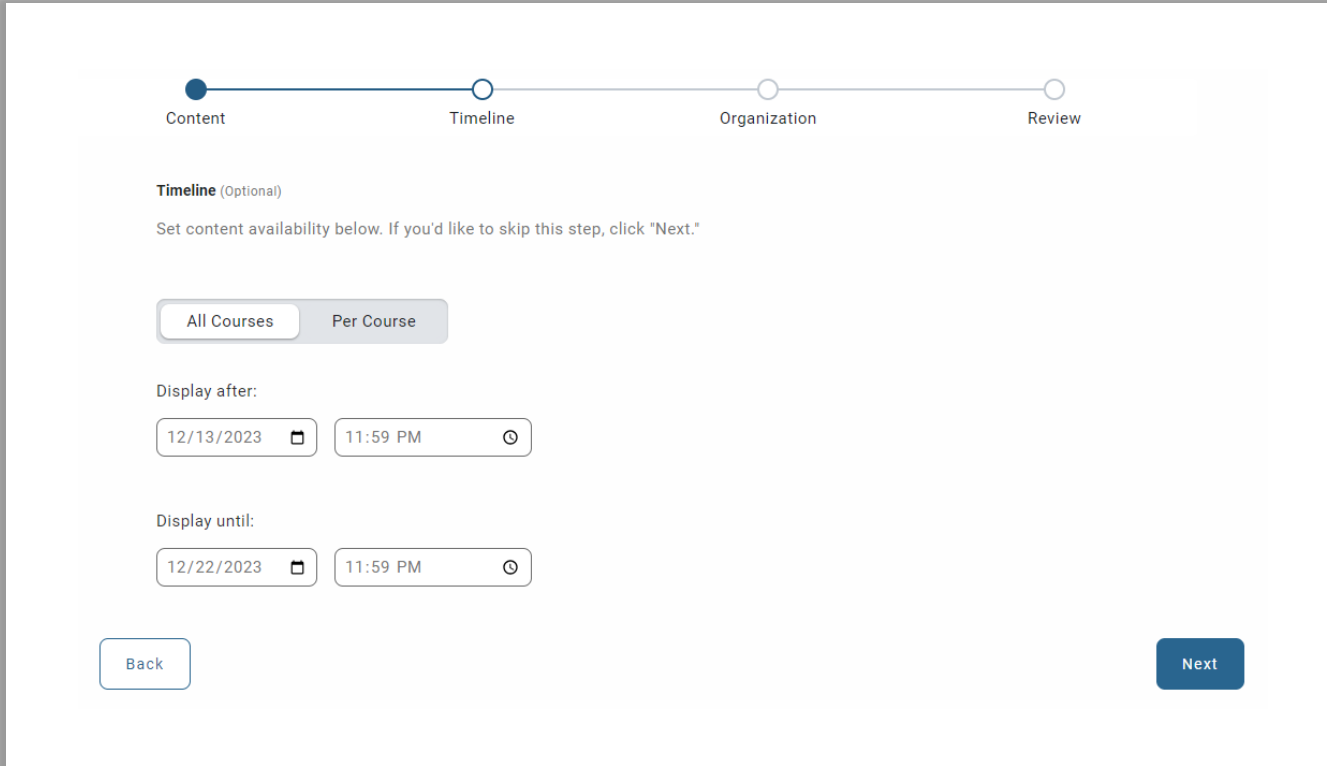
2. Select the content type, create a title and populate a description. Once you have filled in the fields, click **Next**.



The screenshot shows the 'Create Content' interface with the 'Content' step selected. The 'Content Type' is set to 'Page'. The title field contains 'Brightspace Quickly Content'. The rich text editor contains the text 'Sample Content created in Quickly'. The 'Next' button is highlighted in blue.

LTI Instructor Help Guide: Quickly Course Tools

3. *Optional:* Add date and time information for content availability and click **Next**.



Content Timeline Organization Review

Timeline (Optional)

Set content availability below. If you'd like to skip this step, click "Next."

All Courses Per Course

Display after:

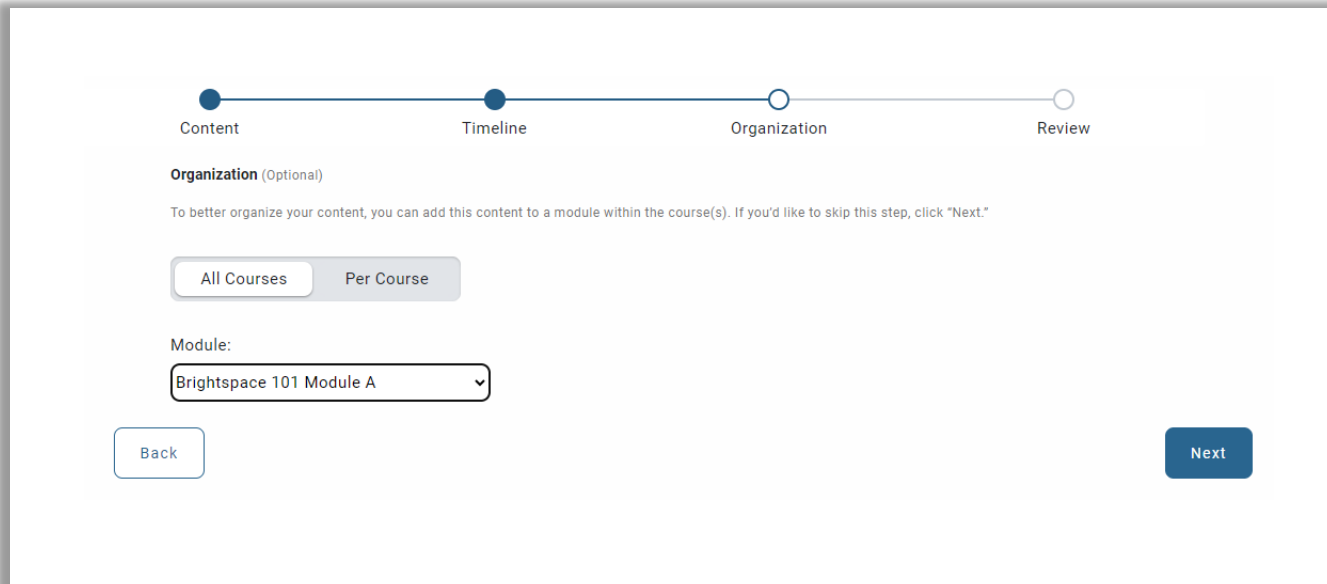
12/13/2023 11:59 PM

Display until:

12/22/2023 11:59 PM

Back Next

4. *Optional:* Select a module to add the content within the course(s) and click **Next**. If no location is selected, a Quickly Tools module will be created in your course and the content will be placed there.



Content Timeline Organization Review

Organization (Optional)

To better organize your content, you can add this content to a module within the course(s). If you'd like to skip this step, click "Next."

All Courses Per Course

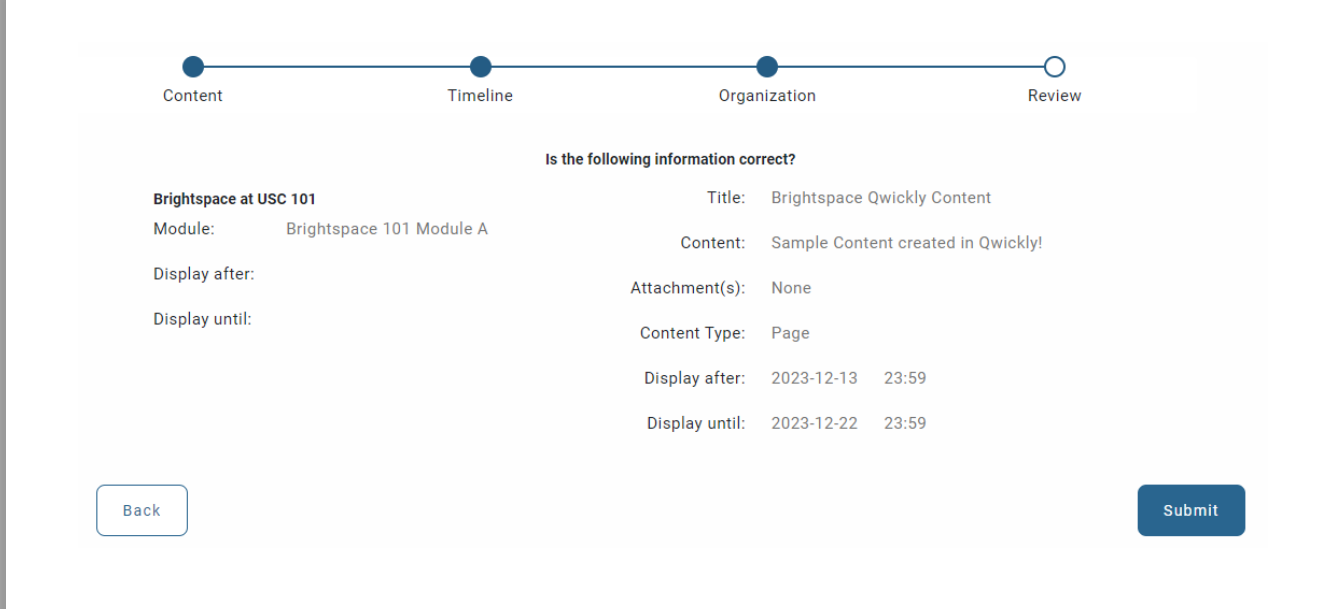
Module:

Brightspace 101 Module A

Back Next

LTI Instructor Help Guide: Quickly Course Tools

5. Confirm that the information summary is accurate and click **Submit**.



Content Timeline Organization Review

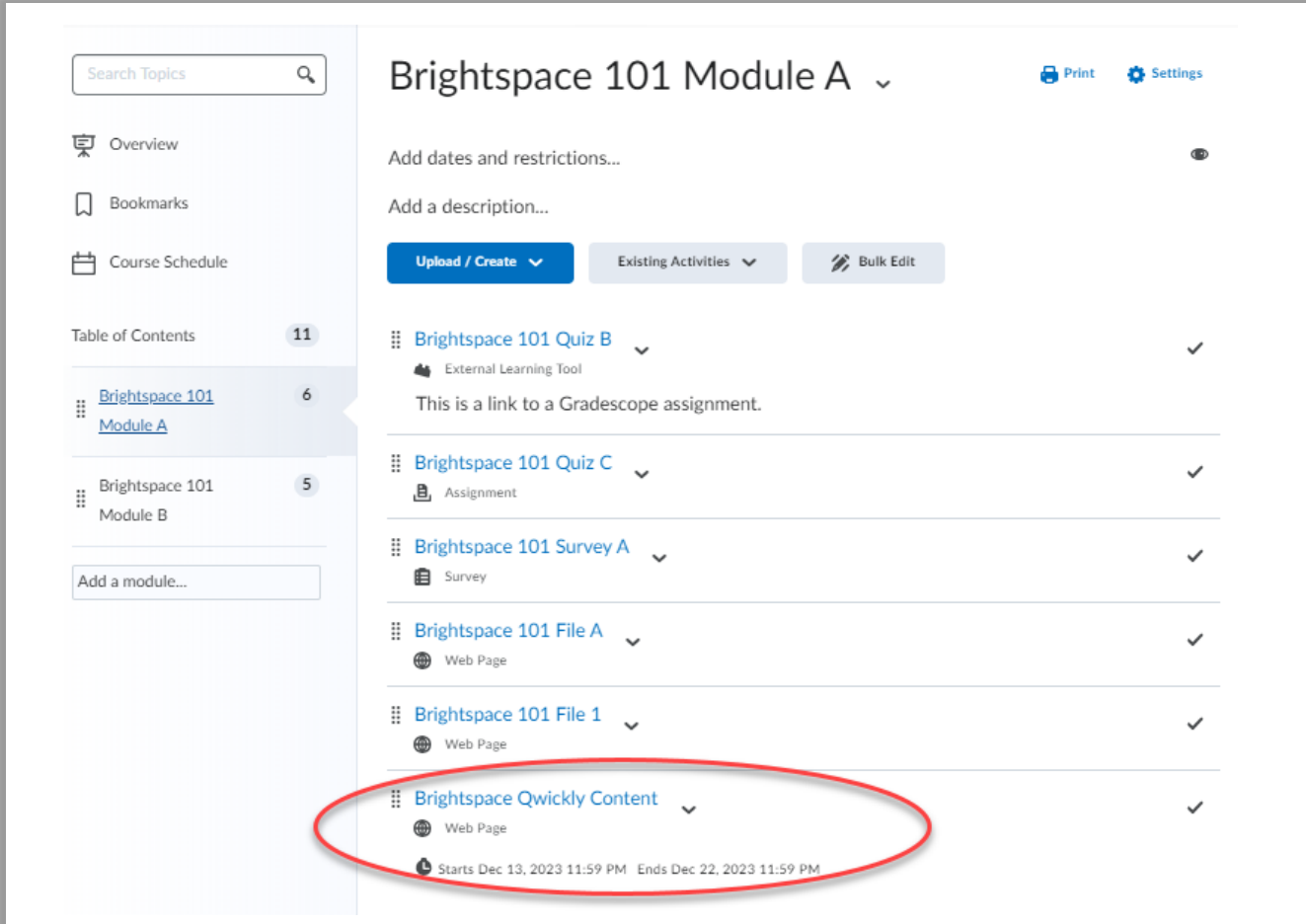
Is the following information correct?

Brightspace at USC 101
Module: Brightspace 101 Module A
Display after:
Display until:

Title: Brightspace Quickly Content
Content: Sample Content created in Quickly!
Attachment(s): None
Content Type: Page
Display after: 2023-12-13 23:59
Display until: 2023-12-22 23:59

Back Submit

6. Your new Quickly Course Tools content will now appear under your assignments area in your selected courses.



Search Topics

Brightspace 101 Module A

Overview
Bookmarks
Course Schedule

Table of Contents 11

- Brightspace 101 Module A 6
- Brightspace 101 Module B 5

Add a module...

Add dates and restrictions...

Add a description...

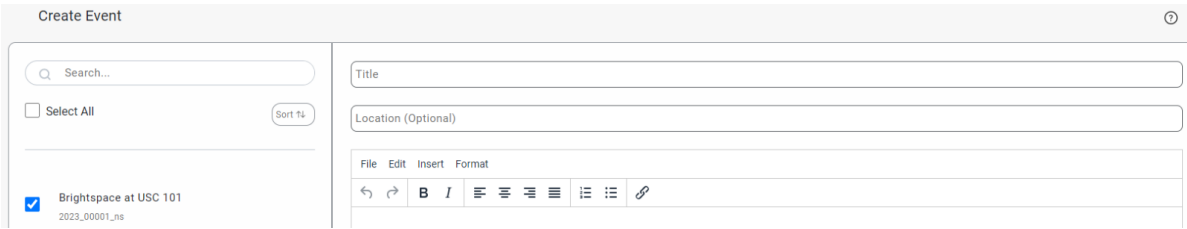
Upload / Create Existing Activities Bulk Edit

- Brightspace 101 Quiz B External Learning Tool ✓
This is a link to a Gradescope assignment.
- Brightspace 101 Quiz C Assignment ✓
- Brightspace 101 Survey A Survey ✓
- Brightspace 101 File A Web Page ✓
- Brightspace 101 File 1 Web Page ✓
- Brightspace Quickly Content Web Page ✓**
Starts Dec 13, 2023 11:59 PM Ends Dec 22, 2023 11:59 PM

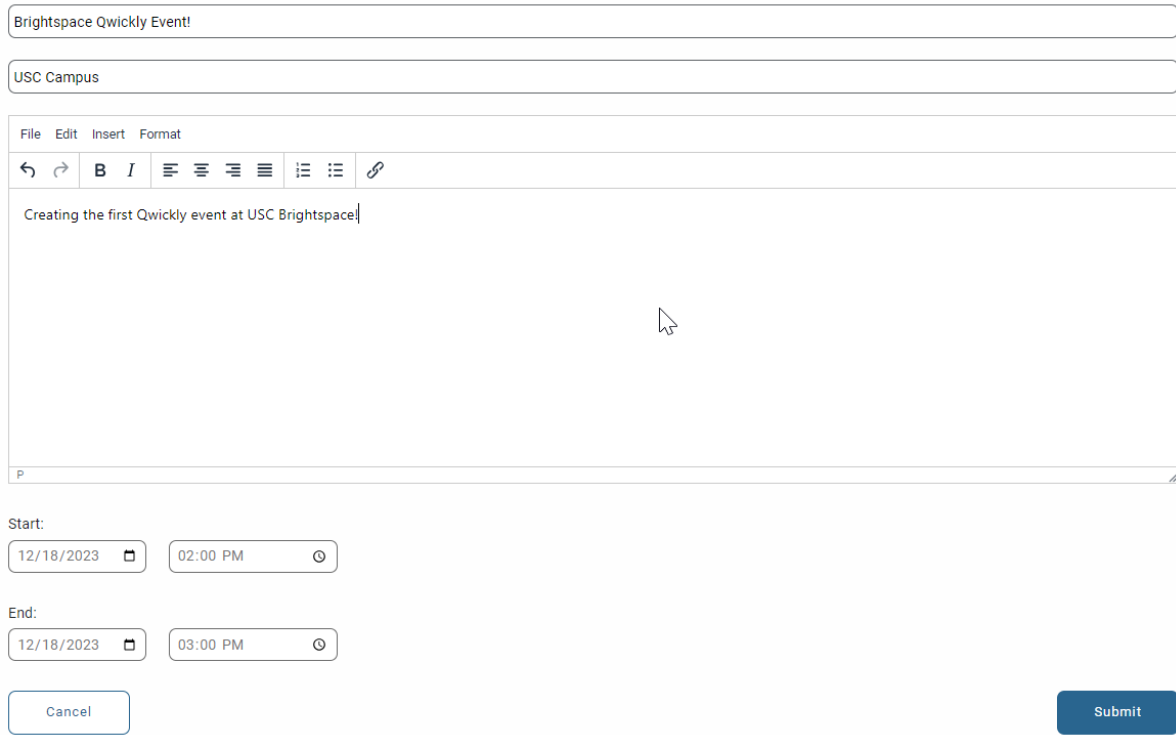
LTI Instructor Help Guide: Quickly Course Tools

Create an Event

1. To create an event in Quickly, click on **Event** to display your courses and select the courses you want to create the event in.

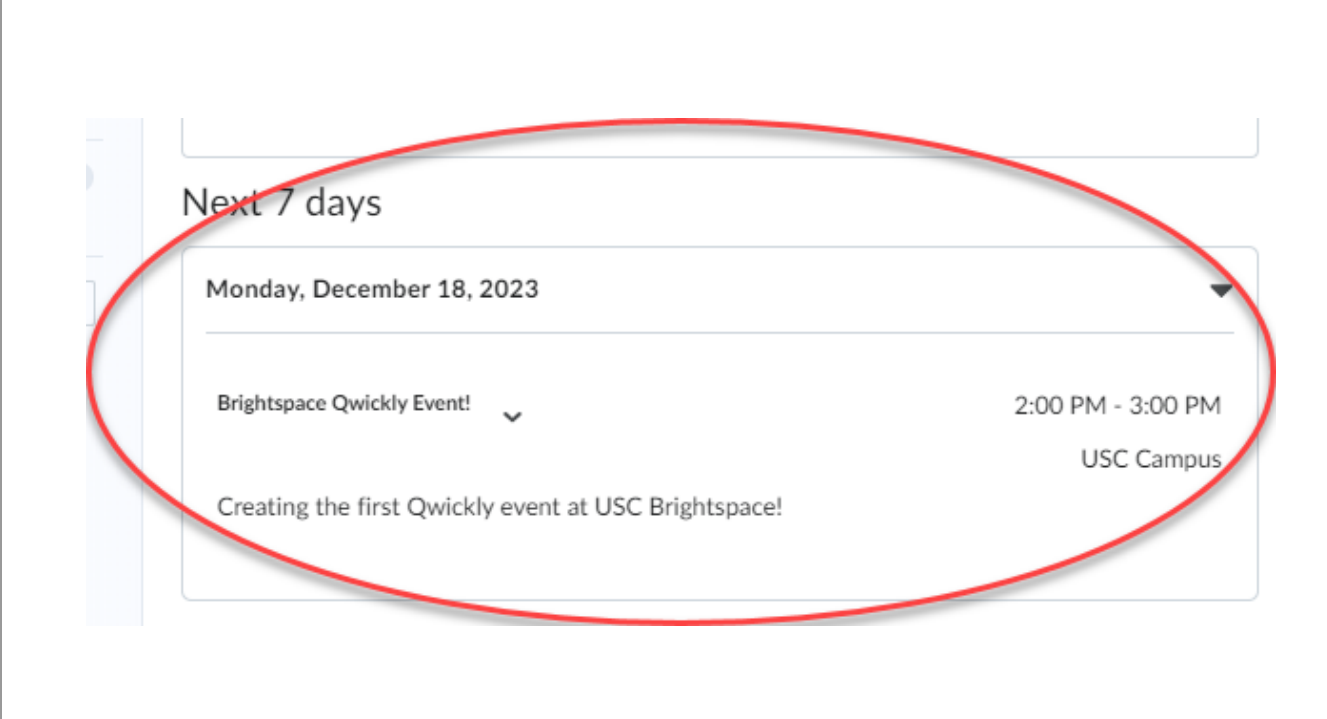


2. Create a title, description and designate the date and time. Once you have filled in the fields, click **Submit**.



LTI Instructor Help Guide: Quickly Course Tools

3. Your new Quickly Course Tools event will now appear on the calendar(s) of your selected course(s).

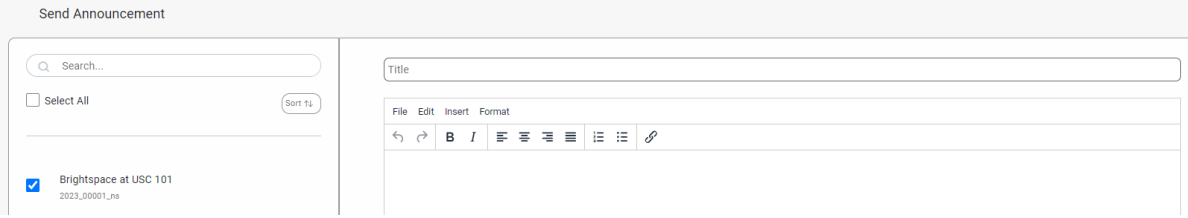


The screenshot displays a calendar interface with a 'Next 7 days' view. A red oval highlights a specific event entry. The event is titled 'Brightspace Quickly Event!' and is scheduled for 'Monday, December 18, 2023' from '2:00 PM - 3:00 PM' at 'USC Campus'. Below the event title, the text 'Creating the first Quickly event at USC Brightspace!' is visible. The event title and time are accompanied by small downward-pointing chevrons, indicating they are clickable or expandable.

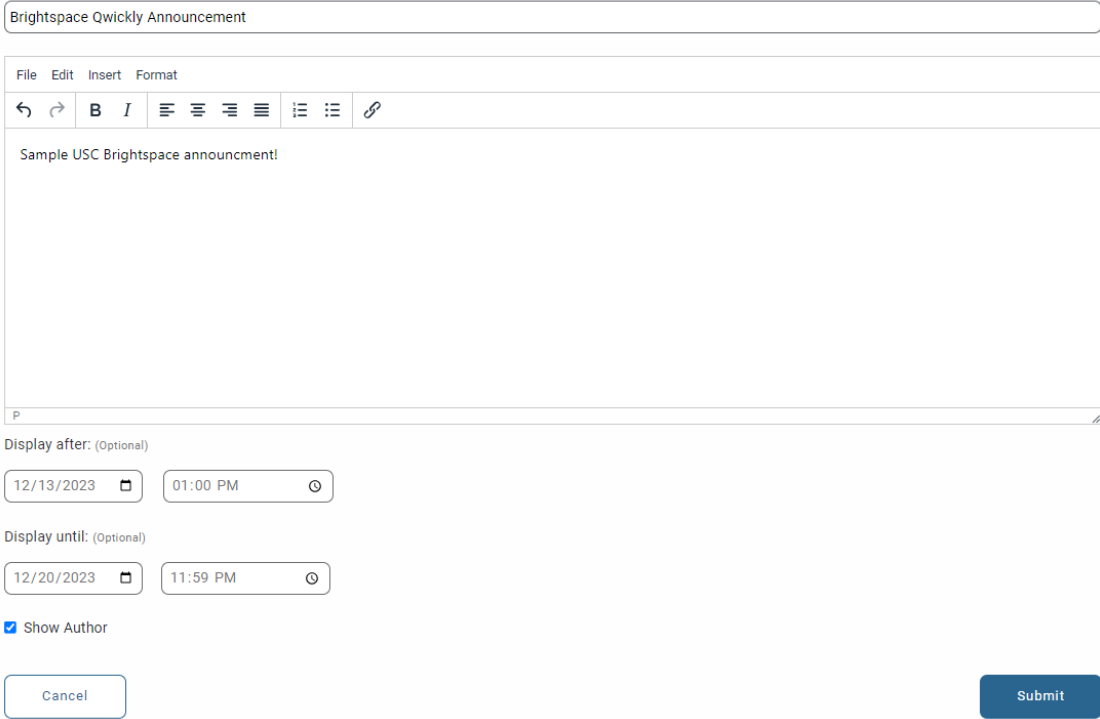
LTI Instructor Help Guide: Quickly Course Tools

Create an Announcement

1. To create an announcement with Quickly, click on **Announcement** to display your courses and select the courses you want to create the announcement in.



2. Create a title, populate the description and designate a date and time. Once you have filled in the fields, click **Submit**.



LTI Instructor Help Guide: Quickly Course Tools

3. Your new Quickly Course Tools announcement will now appear under the announcement area in your selected courses.

Announcements

[New Announcement](#) [More Actions](#) ▾

Search For... [Show Search Options](#)

[Delete](#)

<input type="checkbox"/>	Title	Start Date	End Date	Status
<input type="checkbox"/>	Brightspace Quickly Announcement ▾	Dec 13, 2023 1:00 PM	Dec 20, 2023 11:59 PM	Published

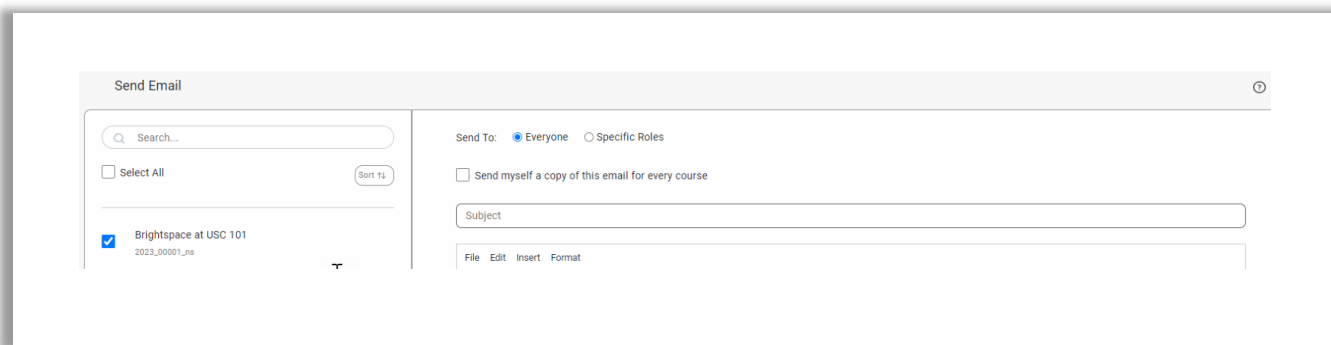
Sample USC Brightspace announcement!

20 per page ▾

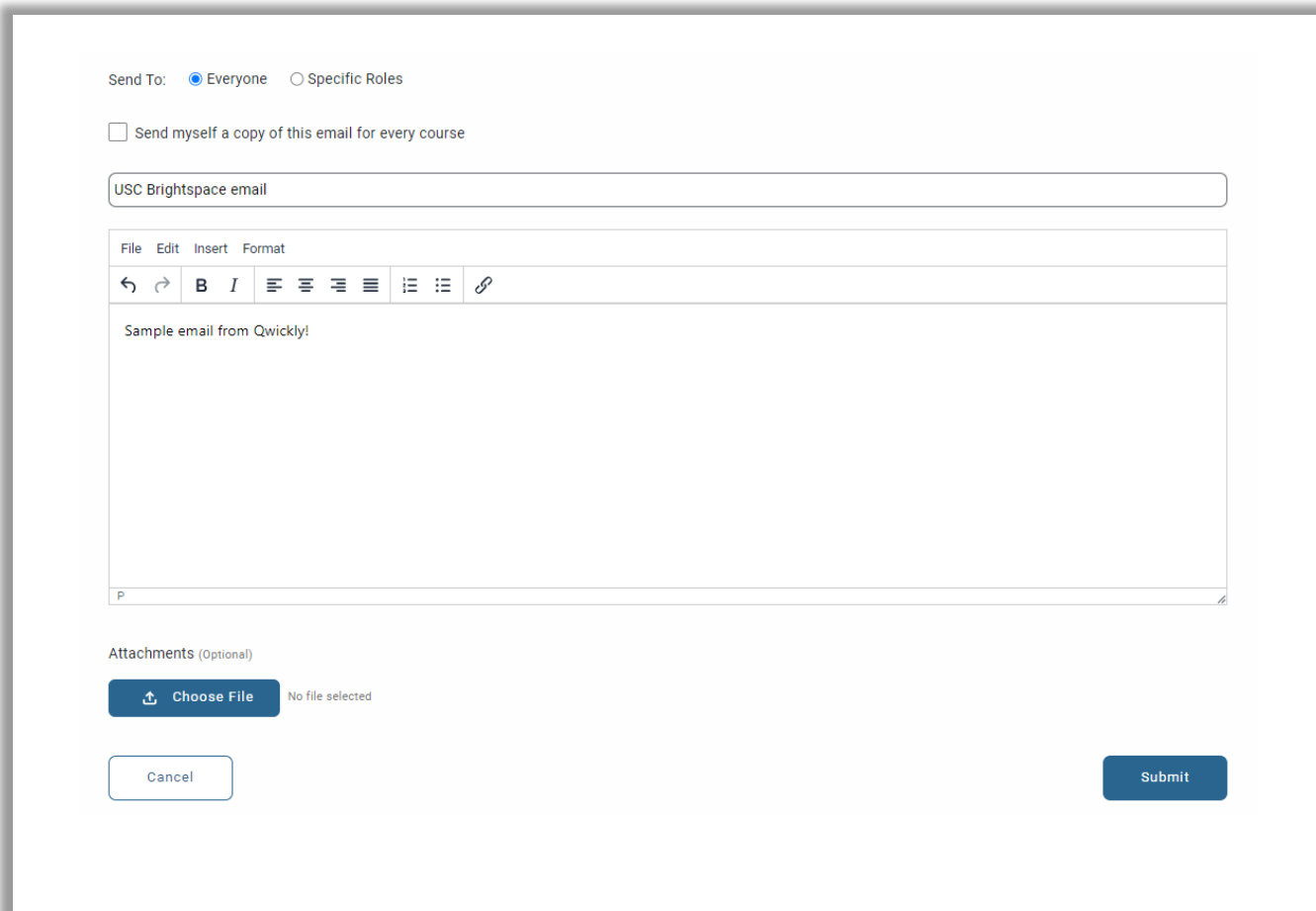
LTI Instructor Help Guide: Quickly Course Tools

Send an Email

1. To create and send an email with Quickly, click on **Email** to display your courses and select the courses for which you want to create the email.



2. Select a recipient group, create a title, fill out the body of the email and add attachments, if desired. Once you have filled in the fields, click **Submit**.



LTI Instructor Help Guide: Quickly Course Tools

3. Your Quickly Course Tools email will now be sent to your selected recipients for your selected courses.



Send Email

Sent to all users in Brightspace at USC 101

[Return to Send Email](#) →

LTI Instructor Help Guide: Qwickly Course Tools

Make Your Course Active

1. To make courses active with Qwickly, click on **Course Availability**, to display your courses and toggle the switch to select the courses you want to make active to students (blue is active, grey is inactive).

