

WHY WOULD YOU USE THIS FEATURE?

All course administration is done through the Control Panel. This area is only available to users with one of the following defined Course Roles: Instructor, Teaching Assistant, or System Administrator. Each course has its own Control Panel.

HOW TO USE THIS IN A BLACKBOARD CLASS

To access the control panel:

- 1) Open the course in which you would like to work (on the Blackboard main page)
- 2) Click Control Panel (on the left)

The Control Panel:

Content Areas Syllabus Assignments	1	User Management List / Modify Users Enroll User Remove Users from Course Manage Groups	4
Course Tools Announcements Course Calendar Staff Information Tasks Send Email Discussion Board Collaboration Digital Dropbox Glossary Manager Messages Link Checker Quota Usage Advanced Group Management Manage Podcast Online Journal Self and Peer Assessment	2	Assessment Test Manager Survey Manager Pool Manager Course Statistics Grade Center Performance Dashboard Early Warning System	5
Course Options Manage Course Menu Course Design Manage Tools Settings Course Copy Import Course Cartridge Import Package Export Course Archive Course	3	Help Support Manual Contact System Administrator Quick Tutorials	6

- 1) **Content Areas** – Provides tools necessary to add text, files, and information into a Course. These content areas will be displayed in the Course Menu. See the Adding/Modifying a Content Area “How To”.
- 2) **Course Tools** – Contains the communication tools to send email, create tasks, and work with groups. See the various “How To’s” on Course Tools, Announcements, Email, Discussion Board, etc.
- 3) **Course Options** – Contains security and customization options. See the “How To’s” on Manage Course Menu, Export Course, Import Course, etc.
- 4) **User Management** – Provides tools to manage users and enrollments.
- 5) **Assessment** – Provides tools for building Assessments, Recording Grads, and tracking user activity. See the “How To’s” on Assessment, Grade Center, etc.
- 6) **Help** – Offers support contacts and online documentation.