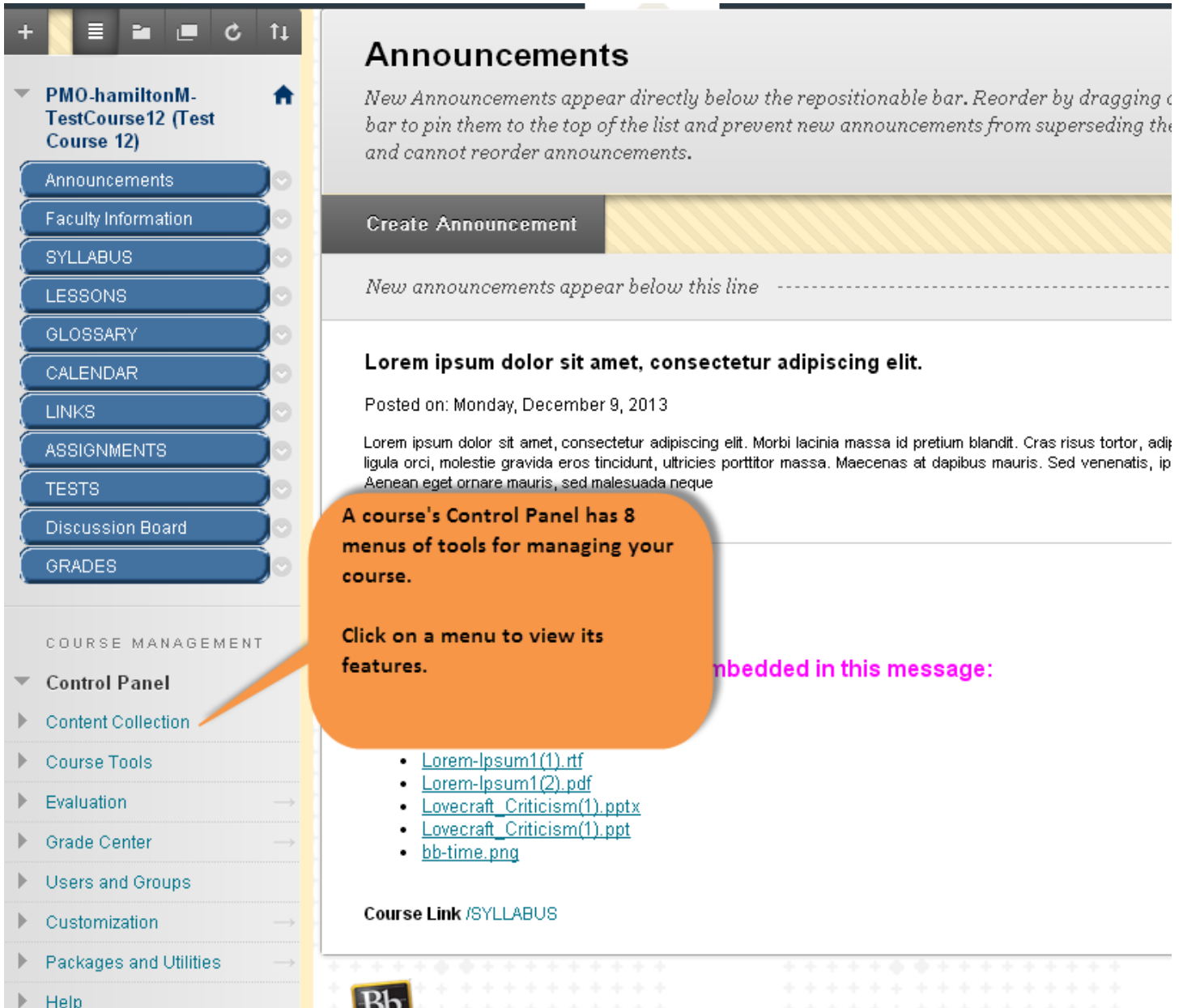


Blackboard - Getting Started

Each course has a Control Panel containing tools that the instructor uses to manage the course. The Control Panel is located below the course navigation and consists of 8 menu items. Clicking on a menu opens the menu and displays its features.



The screenshot shows the Blackboard interface for a course titled "PMO-hamiltonM-TestCourse12 (Test Course 12)". On the left is a navigation menu with 8 items: Announcements, Faculty Information, SYLLABUS, LESSONS, GLOSSARY, CALENDAR, LINKS, ASSIGNMENTS, TESTS, Discussion Board, and GRADES. Below this is a "COURSE MANAGEMENT" section with a "Control Panel" sub-section containing 8 items: Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. An orange callout bubble points to the "Control Panel" item, containing the text: "A course's Control Panel has 8 menus of tools for managing your course. Click on a menu to view its features." The main content area is titled "Announcements" and shows a "Create Announcement" button, a dashed line indicating where new announcements appear, and a sample announcement with the text "Lorem ipsum dolor sit amet, consectetur adipiscing elit." and a list of links: [Lorem- ipsum1\(1\).rtf](#), [Lorem- ipsum1\(2\).pdf](#), [Lovecraft_Criticism\(1\).pptx](#), [Lovecraft_Criticism\(1\).ppt](#), and [bb-time.png](#). Below the links is a "Course Link /SYLLABUS" section. The bottom of the page shows a Blackboard logo and a footer with the text "Bb".

Please note: The Control Panel is only available to instructors and teaching assistants. Students never see this area.

Course Tools Menu

The Course Tools Menu includes links to the following tools: Announcements; Blogs; Cengage Learning MindLinks; Collaboration; Contacts; Course Calendar; Course Messages; Course Portfolios; Discussion Board; Glossary; Journals; McGraw-Hill Higher Education; Mobile Compatible Test List; Pearson's MyLab/Mastering; Respondus Lockdown Browser; Rubrics; SafeAssign; Send Email; Tasks, Test, Surveys and Pools; Wikis, and WileyPlus.

Evaluation

The Evaluation Menu includes the following tools: Course Reports, Performance Dashboard, Retention Center; and Scorm Reports (if you use Scorm learning content).

Grade Center Menu

The Grade Center Menu includes links to: the Needs Grading Smart-view, the Full Grade Center, and other Smart-views (if applicable).

Users and Groups Menu

The Users and Groups Menu includes: Groups and Users. Through Groups, you can access, create, and edit Groups. Through Users, you can view and revoke student access from your course.

Customization Menu

The Customization Menu includes: Guest and Observer Access, Properties, Teaching Style, and Tool Availability. You can edit the properties of your course site, change the style of your course, and add or remove tools from student view through these menu items.

Packages and Utilities Menu

The Packages and Utilities Menu includes: Bulk Delete, Course Copy, Export/Archive Course, Import Course Cartridge, and Import Package/View Logs.

Help Menu

The Help Menu includes links to: Contact your Blackboard Administrator, Blackboard's Instructor Guide, and tutorial videos from the Blackboard company.