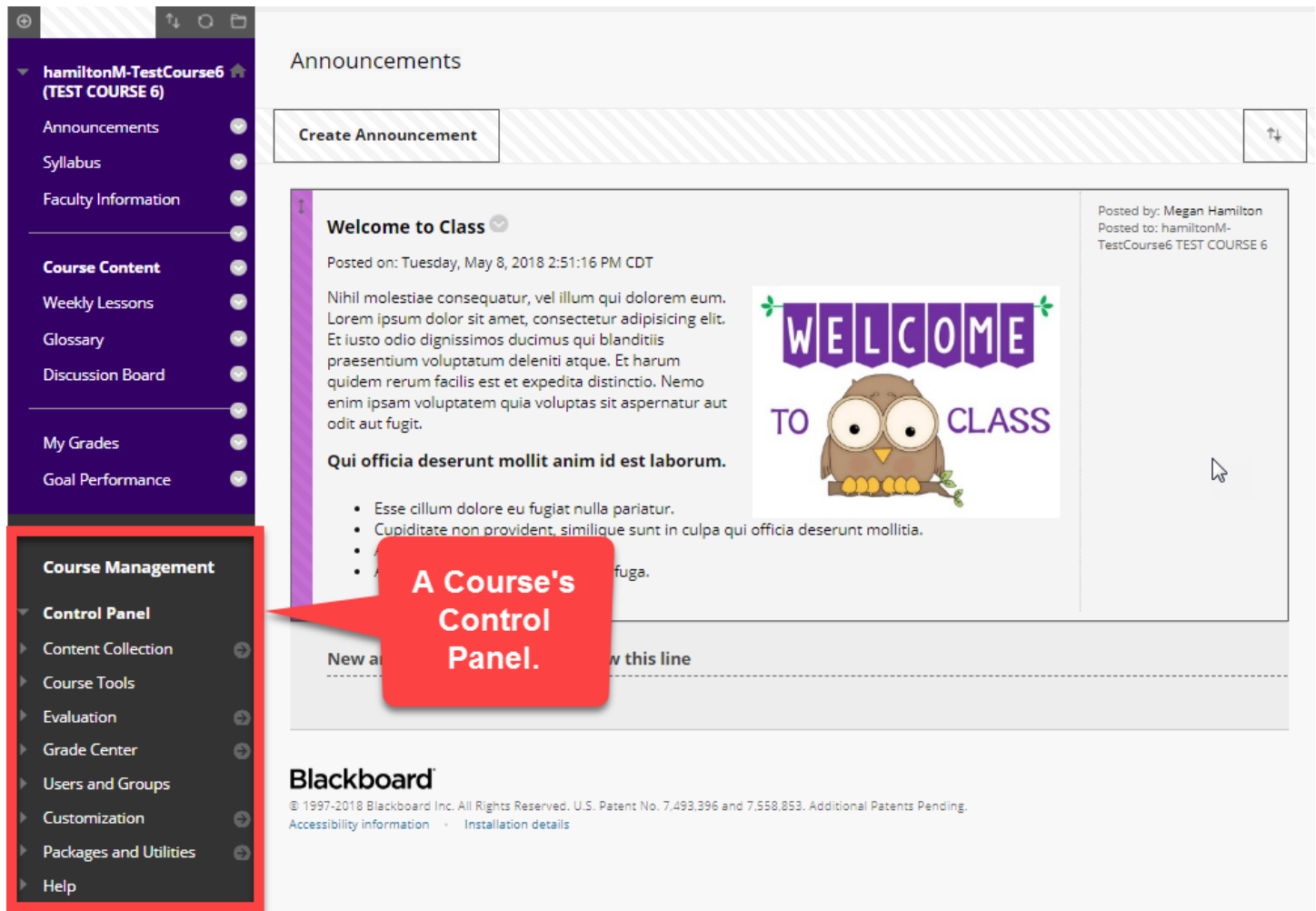


CONTROL PANEL



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.

A screenshot of the Blackboard interface for a course named "hamiltonM-TestCourse6 (TEST COURSE 6)". The left sidebar shows a navigation menu with items like "Announcements", "Syllabus", "Faculty Information", "Course Content", "Weekly Lessons", "Glossary", "Discussion Board", "My Grades", and "Goal Performance". Below these is a "Course Management" section containing the "Control Panel", "Content Collection", "Course Tools", "Evaluation", "Grade Center", "Users and Groups", "Customization", "Packages and Utilities", and "Help". The "Control Panel" item is highlighted with a red box and a red callout bubble that says "A Course's Control Panel." The main content area shows an "Announcements" section with a "Create Announcement" button and a post titled "Welcome to Class" with a cartoon owl graphic. The footer includes the Blackboard logo and copyright information.

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 all tools available to the instructor in the course. They include, but are not limited to: Achievements; Announcements; Attendance; Blackboard Collaborate; Blogs; Contacts; Course Calendar; Cengage Learning MindLinks; Course Messages; Course Portfolios; Date Management; Discussion

Board; Glossary; ILP Integration; 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.