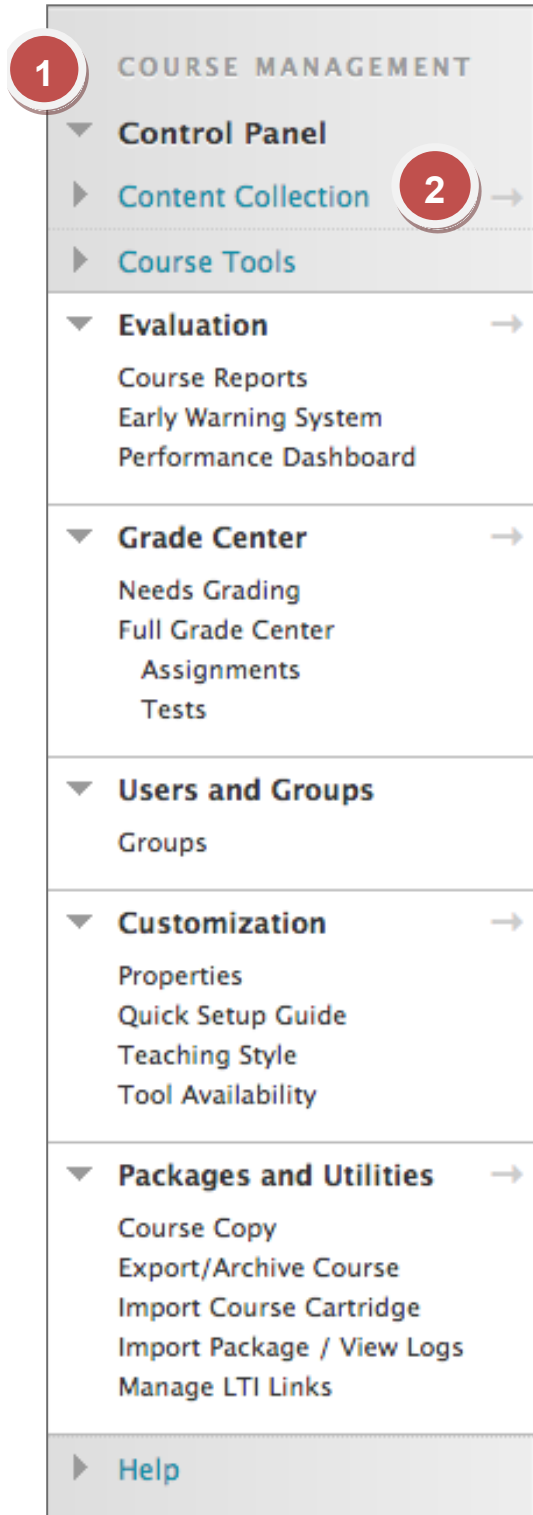


## Blackboard Control Panel Basics

In Blackboard 9.1, the Control Panel is everpresent when you are browsing your course. It's in an area entitled Course Management below the Course Menu.



1 Clicking the downward arrow icon located to the left of the Control Panel item will expand to display all of the functions within that area. In the figure to the left, each of the Control Panel items are expanded except for Content Collection (The Blackboard Content System) and Course Tools.

2 Clicking the rightward arrow icon to the right of each Control Panel item will display all of the functions within that area in the Main Frame of the screen. Using this is preferable in most cases, as it will need less scrolling.

### *A brief description of each item under Control Panel*

**Course Tools:** Communication functions such as Announcements, Email, Discussions, etc.

**Evaluation:** Helpful insights to your students' performance in the course.

**Grade Center:** Quick access to both favorite sub-views of the Grade Center, or the full set of data and functions by default.

**Users and Groups:** Create manual, sign-up and auto-created working groups in the class.

**Customization:** Modify course properties, appearance and tool availability.

**Packages and Utilities:** Copy, import/export and archive the course between semesters.

**Help:** Locate documentation, tutorials and other support information.