Blackboard Control Panel – The Basics

The Control Panel can be found below the Course Menu when you are browsing your course. Here, an instructor can change settings for the course, adjust the look and feel of the course, access the Grade Center, and communicate with students. Students do not see the Control Panel.

Using the Control Panel

- **A** Use the arrows to the left of each link to expand or collapse that area.

- **B** Use the arrows to the right of a Control Panel area to display that area or a list of that area's functions in the Main Frame of the course.

Navigating the Control Panel

**Content Collection:** A repository for all files the instructor uploads to the course. Files can be easily reused and linked to throughout the course.

**Course Tools:** Links to all tools available to your course, such as Announcements, Email, Discussions, etc.

**Evaluation:** Provides links to Course Reports, the Performance Dashboard, and the Retention Center, which are used to view information about student activity and content usage, generate reports, and get notifications about students' performance based on specific criteria set.

**Grade Center:** Access the Needs Grading page, Full Grade Center, and any favorite Grade Center sub-views.

**Users and Groups:** Create groups of students to collaborate on work. Choose to manually select members, have Blackboard randomly select members, or allow students to self-enroll.

**Customization:** Change course properties like availability, control which tools are available, and use the Quick Setup Guide and Teaching Style page to modify the course appearance.

**Packages and Utilities:** Import, export, archive, or copy all or parts of a course.

**Help:** Offers support contacts and online documentation.