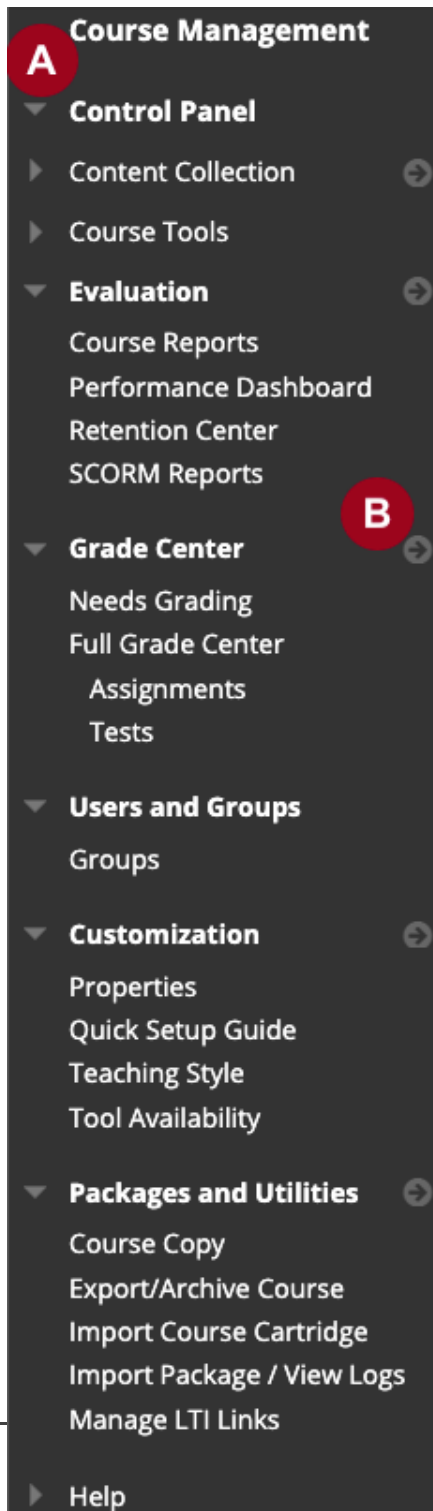


## Blackboard: Using the Control Panel

The Control Panel can be found below the Course Menu when you are in a Blackboard course. Here, you 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 a section.
- B. Use the arrows to the right of a section to display that area or a list of that area's functions in the Main Frame of the course.

### Overview of the Control Panel

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

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

**Evaluation:** Includes Course Reports, the Performance Dashboard, and the Retention Center which provide information and notifications about student performance, course activity, and content usage.

**Grade Center:** Access the Needs Grading page and Full Grade Center to grade students.

**Users and Groups:** Create groups for students to collaborate in Blackboard. Choose to manually enroll members, have Blackboard randomly enroll members, or allow students to self-enroll.

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

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

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