The Control Panel

The Control Panel is no longer a separate page in Blackboard Courses. Everything is now accessed through the lower left hand side panel in a course.

If your Control Panel looks like this click on the expand arrows to expand the Control Panel menu.

To drop down the different menus of the Control Panel simply click on the menu that you want to drop down.
**Course Tools**

**Announcements:** You can use this to Add Announcements or you can add Announcements by going directly to the Announcement page.

**Assess Wikis:** Use this command to view the participation in any Wikis that you have set up for the course.

**Blogs:** Here you can create blogs for the Individuals or the entire Course.

**Collaboration:** Use this to set up Chat or Virtual Classroom sessions.

**Contacts:** You can use this section to set up your courses contact information. Or you can go to Tools on the Course Menu to set up contact information.

**Course Calendar:** You can add information to the Course’s Calendar here or go to Tools on the Course Menu and Calendar will also be there.

**Course Health Check:** This gives you the option to check all web addresses in your course to make sure that they point to valid web addresses. Or you can check the Content Areas of your course to make sure that no illegal characters were used that may make for a bad export or archive.

**Discussion Board:** This allows you to access the discussion board. You can also access the discussion board on your course menu or by going to Tools on the Course Menu.

**Glossary:** This allows you to set up a Glossary for your course. You can also access this by going to Tools on the Course Menu.

**Journals:** You can create journal assignments that are private, between you and the student, or public where the whole class can read that journal. This can also be found in Tools on the Course Menu.

**Messages:** Do not confuse this with Send E-mail. This function only puts a message to someone inside of this particular course. It does not send an email to them. It does not let the recipient know that they have a message that they need to go and check. Only use this function if you have explained exactly to your students that you will be using it and how to use it so that they know to check if frequently.

**Recycle Wikis:** Allows you to delete Wikis from your course.

**SafeAssign:** Blackboard built in duplicate paper checking tool. Here you can directly Submit papers and check any assignments that you created.

**Tasks:** Create a Task that will display on the students Notifications Dashboard of the MyBb@BU page. If you are using this please advise your students to add the ‘My Tasks’ module and let them know that they should check that module for your class.

**Tests, Surveys, and Pools:** Use this link to access the Test, Survey and Pool Managers to manage your questions.

**Turnitin Assignments:** Access your students’ papers once they have turned them into the Turnitin Assignment that you created for them.

**Turnitin Assignments by Groups:** Allows you to view your students’ Turnitin assignments according to what groups they are enrolled in.
Evaluation

**Early Warning System:** The Early Warning System is a rule-driven communication tool that sends email messages to students when the criteria for a rule is triggered. Rules can be based upon a test score, a due date, or Course access. Each notification message is fully customizable. A notification log is created for each student who receives an Early Warning message. Rules do not continually run in the background. Regularly refresh the Early Warning System to run rules and check for events that will trigger a warning.

**Grade Center:** Here is where you access your grade book. This is the only way to access it.

**Performance Dashboard:** provides an up-to-date report on the activity for all students

**Tracking Reports:** Allows you to create reports to keep up with your students access to the course. If you are running a strictly online course this can be very telling of participation. Keep in mind these reports are based simply on clicks. They track what the students clicked on. So if a student is a happy clicker then their numbers are going to be high!

Users and Groups

**Groups:** Go here to set up groups and enroll students into them.

**Users:** Allows you to add and remove students from your course. See page 12 of this document. When you hear that we have moved to version 9.1 you will also be able to get your class roster here.
Customization

**Enrollment Options:** This allows you to change it so that students can self enroll into your Blackboard course. This is not recommended at all!

**Guest and Observer Access:** If you want to enroll someone into your course with the role of guest then you have to go here to open up your course to those with the role of guest.

**Properties:** This is mainly used to turn on and off the availability of your course to student access. Please do not set a ‘Course Duration’ here. If you do then once the duration has expired you as the instructor will no longer have access to your course. Manually, set the availability if you want to stop students from accessing it.

**Style:** Use Style to change the appearance of your course. Here you can change the course menu and add a banner. You can also change the course entry page. By default when students enter your course they see the Announcement page. You can change it so that they see a different page if you would like.

**Tool Availability:** You can turn tools off in your course if you do not use them. For example, if you are not using the Wiki tool you can turn it off here.

Packages and Utilities

**Check Collection Links:** If you use Blackboard’s Content Collection and link your course to files stored there then this will check to make sure that those links are working properly.

**Course Copy:** Currently in this version of Blackboard this feature is not working. However, Carol Bell or Tami Regulski can copy any items you have in older courses into your new courses. When you hear that we have upgraded to version 9.1 this feature will once again work. Use this feature to copy sections of your older courses into your new course.

**Export/Archive Course:** Use this to keep a permanent record of your course. This process creates a .zip file that you can then store on your computer. The difference between archive and export is that an archive keeps a record of everything that the students have done whereas export just keeps a record of the materials used in the course.

**Import Course Cartridge:** A lot of publishers create textbooks that have a cartridge that is compatible with Blackboard and this allows you to easily create your Blackboard course based on the textbook that you are using for the class.

**Import Package/View Logs:** If you did an export or an archive of your course then you would use this Import Package feature to bring the exported course into this course.