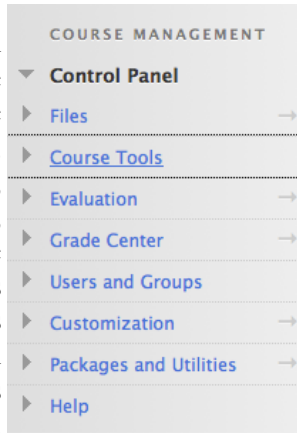


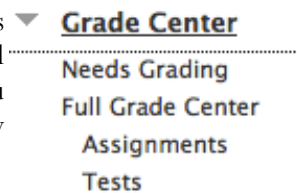
The control panel in Blackboard 9 consists of drop down menus. To access Course Tools for example click Course Tools in the Control panel.

1. The course tools drop down menu allows you to create some items that you can also create from the course menu, including Announcements, Discussion Board, Journals, Safe Assign, etc. This is the location where tests, surveys and pools can be accessed. This is different than where you make them available to students in the content areas you set up, such as Assignments.



2. The Evaluation drop down menu includes Retention Center, Grade Center, Performance Dashboard and Course Reports. The Retention Center is a rule-driven communication system that sends emails to the student to notify them that their performance has not met set criteria. The best way to learn about each one of these is to click its link and view the options. In addition after clicking the drop down menu link you can view the “More Help” link at the top for detailed instructions on how to use these tools.

3. The Grade Center area gives you the option to view the Full Grade Center (default) or you can choose to view only Assignments or Tests.



4. Under Users and Groups, groups can be created, configured and accessed by the instructor. There are various options for setting up groups: manual, random, or self-enroll. The “Users” link is where you can enroll existing students on the system to your course, changes roles of the enrolled users, and search for students to enroll.

5. The Customization menu area shows Enrollment Options but on our system by default students will be added to your course when they register. Guest and Observer Access is where the instructor can allow or not allow guests in specific areas of the course. “Observers” is an option used in K-12 to allow parents to observe their child’s course. The Properties option allows you to customize the course title and turn the availability on or off. The Teaching Style area allows you to select a course menu color, select a course banner and the default entry point of your course.

Customization

- Enrollment Options
- Guest and Observer Access Properties
- Quick Setup Guide
- Teaching Style
- Tool Availability

6. The Packages and Utilities drop down menu contains course management options such as Course Copy and exporting. To learn about each on click the corresponding link and click the “More Options” link at the top of the respective screens.

Packages and Utilities

- Bulk Delete
- Course Copy
- Export/Archive Course
- Import Course Cartridge
- Import Package / View Logs
- Move Files to Course Files

7. The help area has some value but should be used judiciously. The manual may contain references to tools that we do not have with our Blackboard license.