

Blackboard: Control Panel Basics

Once you log into your course in Blackboard, click on the **Control Panel** to make changes.

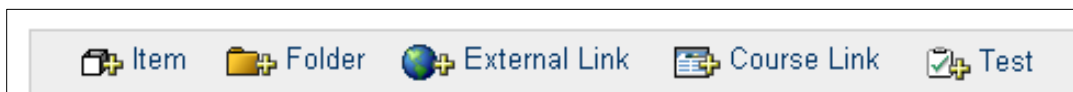
COURSES > 200707_ELED_104A_A_ED_CMPT_ISS_TRND_PRC > CONTROL PANEL

ELED_104A_70017_200707: 200707_ELED_104A_A_ED_CMPT_ISS_TRND_PRC - Ms Rose
Tirotta (Instructor)

Content Areas		User Management	
Syllabus	Tests & Quizzes	List / Modify Users	Enroll User
Course Documents	External Links	Create User	Remove Users from Course
Assignments		Batch Create Users	Manage Groups
Course Tools		Assessment	
Announcements	Digital Dropbox	Test Manager	Gradebook
Course Calendar	Glossary Manager	Survey Manager	Gradebook Views
Staff Information	Messages	Pool Manager	Performance Dashboard
Tasks	Turnitin Assignments	Course Statistics	
Send Email	Advanced Group Management	Help	
Discussion Board	Discussion Grader	Support	
Collaboration		Manual	
		Contact System Administrator	
Course Options			
Manage Course Menu	Course Copy		
Course Design	Import Course Cartridge		
Manage Tools	Import Package		
Settings	Export Course		
Recycle Course	Archive Course		

Content Areas:

To add content to your course like a syllabus, assignments, or external links, click on the desired Content Area. Once there, click on one of the icons below:



Fill in your information, attach any documents you want to attach and then scroll down and click **SUBMIT**.

Course Tools:

Announcements

- To add an announcement to click on the **Announcements** link
- Click on the **Add Announcement** icon
- Fill in your information and then scroll down and click **SUBMIT**.

Staff Information

- To add your contact information click on the **Staff Information** link
- Click on the **Add Profile** icon
- Fill in your information and then scroll down and click **SUBMIT**.

Send Email

- To send an email to some or all of the students in your class click on the **Send Email** link

- Choose who you want to send your email to and click that link. For example: **All Users** would send an email to everyone in your class.
- Fill in a subject and a message, add an attachment if desired and click **SUBMIT**

Only fields with red stars next to them are required.

Course Options:

To make your course available, click on the **Settings** link under Course Options. Then, click on **Course Availability**. Choose the **YES** radio button and click **SUBMIT**.