Blackboard 9 Control Panel

In this tutorial you will learn how to use the new Blackboard Control Panel.

The Control Panel is located in the navigation bar on the left, below the course menu buttons.

The Control Panel consists of 6 sections. Click the double down arrow to open any of the menu items.

The Control Panel up close. Each double arrow expands a section. The double arrows on the right, open the main menu for that section.
**Course Tools** includes; **Announcements**, Assess Wikis, Blogs, Collaboration, Configure Blog Tool, Configure Wiki Tool, Contacts (faculty information), Course Calendar, Course Health Check, **Discussion Board**, Glossary, Journals, Manage Certificates, Manage Podcast, Messages, Recycle Blogs, Recycle Wikis, **Respondus LockDown Browser**, Send Email, Tasks, **Tests, Surveys, and Pools**

**Evaluation** includes the Grade Center, Performance Dashboard, tracking reports, and the Early Warning System.

**Users and Groups** includes the group tool, adding, removing, and listing users.

**Note**: When searching for students make sure to choose **Not blank in the Starts with** pull down menu. This displays all students for easy searching.
Customization includes the properties of your course site. You can change the style of your course, guest access, or remove any tools from student view.

Package and Utilities includes the course copy tool, import, export, and archive tools.

Help includes the links and contact information for help.