Control Panel

Each course has a Control Panel containing tools the instructor uses to manage the course. The Control Panel is located below the course navigation and consists of 8 menu items. Clicking on a menu opens the menu and displays its features.

A course's Control Panel has 8 menus of tools for managing your course. Click on a menu to view its features.
Course Tools Menu

The Course Tools Menu includes links to the following tools: Announcements; Blogs; Collaboration; Contacts; Course Calendar; Course Portfolios; Discussion Board; Glossary; Journals; Campus Pack tools; McGraw-Hill Higher Education; Messages; Mobile Assessments; Pearson’s MyLab; Respondus Lockdown Browser; Rubrics; SafeAssign; Email; Tasks, Test, Surveys and Pools; and WileyPlus.

Course Tools Menu

The Evaluation Menu includes the following tools: Course Reports, Early Warning System, and Performance Dashboard.

Grade Center Menu

The Grade Center Menu includes links to: the Needs Grading Smart-view, the Full Grade Center, and other Smart-views (if applicable).

Users and Groups Menu

The Users and Groups Menu includes: Groups and Users. Through Groups, you can access, create, and edit Groups. Through Users, you can view, add, and remove students from your course.

Customization Menu

The Customization Menu includes: Guest and Observer Access, Properties, Teaching Style, and Tool Availability. You can edit the properties of your course site, change the style of your course, and add or remove tools from student view through these menu items.

Packages and Utilities Menu

The Packages and Utilities Menu includes: Bulk Delete, Course Copy, Export/Archive Course, Import Course Cartridge, and Import Package/View Logs.

Help Menu

The Help Menu includes links to: Contact your Blackboard Administrator, Blackboard’s Instructor Guide, and tutorial videos.