



Blackboard Basics ~ Control Panel Basics

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Blackboard Basics – Control Panel Basics

Control Panel

The Control Panel is the key to teaching with Blackboard and will be the area in which all course development will occur. Click on the Control Panel link on the main course navigation menu to access. You may also access the Control Panel by clicking on the **Edit View** link, which is located on the upper right portion of all content areas. The Edit View link will go to the specific area of the course Control Panel.



The Course Control Panel is comprised of six areas (see below):

- **Content Areas** - This area provides the tools necessary to add text, files, and information into a course.
- **Course Tools** - This area contains the communication tools for instructors to send email, create tasks, and pick up files from the digital drop box.
- **Course Options** - This area contains options for management of course components such as modifying the course menu (Manage Course Menu) and changing course availability options (Settings).
- **User Management** - This area provides tools for the instructor to manage users and enrollments.



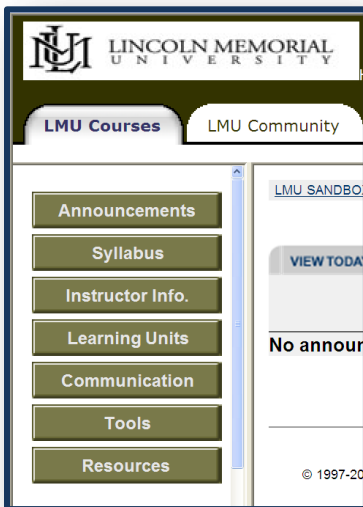


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- **Assessment** – This area provides tools for building assessments, recording grades, and tracking user activity.
- **Help** - This area offers support contacts and online documentation.

Add, Remove or Modify Course Navigation Menu Items

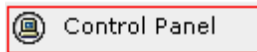
Faculty can add, remove, or modify the course navigation menu items as necessary for their course. The following graphic depicts the standard navigation buttons the LMU template requires and will be present:



Add a Menu Item

To add an item:

Step 1: Click the Control Panel button on the left side of the screen in your Course homepage.



Step 2: Under Course Options click **Manage Course Menu**

Once the **Manage Course Menu** opens, a series of buttons along the top will display. These buttons assist in adding different content. These are described below:



To view changes, refresh the Menu.





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- **Content Area:** Instructors can create content areas to organize their course material. Multiple types of content data can be placed into the content areas, such as, documents, video, graphics, assignments or web links, etc.
- **Tool Link:** This button helps in adding a menu item which links to any specific tool in Blackboard, such as the Calendar, Discussion Board or the Grade Center.
- **Course Link:** Using this button Instructors can create a link to an existing area of their course or to an area of another course they are teaching. **Note:** The instructor must be listed as instructor in both courses for the link to occur.
- **External Link:** Instructors can use this button to create links to external online resources or websites

Example of Adding a Content Area

In this example, a Tool Link will be added linking the grade center.

Step 1: Click on the Tool Link button.



Step 2: Under Type click the drop down menu and then click the type of item to be added. In this example, the link is to be with the grade center or “My Grades”. Choose the item My Grades in the drop down box.

1 Set Area Properties

Type	Announcements
* Name	Discussion Board
Allow Guest access	Dropbox
Allow Observer access	Email
Available for Student/Participant users	Glossary
	Groups
	Homepage
	Manual
	Messages
	My Grades
	My Scholar Home
	Observer Tools

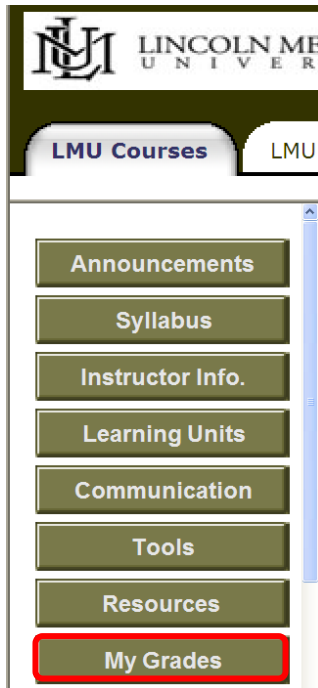
Step 3: Click the **Submit** button.





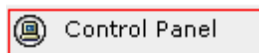
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The new menu item is added to the navigation menu. By default added items will always appear at the bottom of the list. This order can be manipulated within the **Manage Course Items** by clicking on the pull down arrow next to the name and changing the order. This step is outlined later in this section.



Modify a menu Item

Step 1: Click the Control Panel button on the left side of the screen in your Course homepage.



Step 2: Under Course Options click Manage Course Menu .





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Step 3: Click the Modify button corresponding to the item to be modified.

7 External Links
Content Area [Modify] [Remove]

8 My Grades
My Grades [Modify] [Remove]

Step 4: Modify the options as necessary (in the below example the Name was changed from My Grades to Grade Center).

1 Set Area Properties

Type	My Grades
*Name	Grade Center

Step 5: Click the **Submit** button.

The navigation menu item name is changed from My Grades to Grade Center.

- Tools
- Resources
- Grade Center

Change the Order of the Items

Step 1: Click the **Control Panel** button on the left side of the screen in your Course homepage.

[Control Panel]





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Step 2: Under **Course Options** click **Manage Course Menu** .



Step 3: Click the drop down menu located on the left side of the item(s), and click the new position for the item(s).

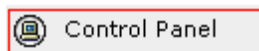


Step 4: Click the **OK** button.

Temporarily disable an Item

Instructors can make an item temporarily unavailable to the students by:

Step 1: Click the Control Panel button on the left side of the screen in your Course homepage.





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Step 2: Under Course Options click Manage Course Menu .

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package

Step 3: Click the Modify button corresponding to the item to be temporarily disabled.

7	External Links	Content Area	Modify	Remove
8	My Grades	My Grades	Modify	Remove

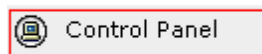
Step 4: Click Available for Student/Participant users to remove the check mark.

1 Set Area Properties

Type	My Grades
*Name	<input type="text" value="My Grades"/> <p><small>Suggested maximum 18 characters. Longer names or names that use wide characters may cause display issues. See Course Menu Design under Course Design to change Menu Design.</small></p>
Available for Student/Participant users	<input type="checkbox"/>

Remove an Item

Step 1: Click the Control Panel button on the left side of the screen in your Course homepage.



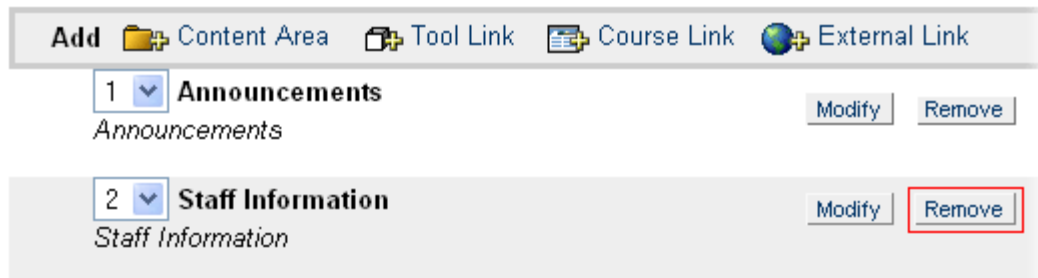


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Step 2: Under Course Options click Manage Course Menu .



Step 3: Click the Remove button corresponding to the item to be removed.



Step 4: Click OK in the warning dialogue box that opens. Click Cancel to cancel the removal.

Note: There will be a warning dialog box open warning the user the action will remove all content under this area. **To continue, click OK but to cancel the action click Cancel.**

