



Blackboard Quick Reference Guide

Using the Control Panel (Overview)

The Control Panel, which is only available to instructors, is accessed below the course menu on the main page. It is from this Control Panel that instructors gain access to the Blackboard content areas, functions, and features. Each main area on the Control Panel is summarized on the following pages.

Content Areas

Lists most of the content areas from the Course Menu plus areas unavailable to students. Click on the content area link to view, add and modify items.

Content Areas	
Getting Started	Books / Supplies
Syllabus	External Links
Assignment List	FAQs
Course Materials	My Stuff 2

Course Tools

This area lists communications tools from the Course Menu. They may have different names than those on the Course Menu (e.g., "Staff Information" may be called "Faculty Information," or "Discussion Boards" & "Send E-mail" may be consolidated into "Discussion/Email").

Course Tools	
Announcements	Collaboration
Course Calendar	Digital Dropbox
Staff Information	Glossary Manager
Tasks	Messages
Send Email	Course Objectives
Discussion Board	

Course Options

These links allow you to manage, secure, and customize your course components. Below are the most "popular" uses of the various options. Others are described in the Bb Instructor Manual.

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge
Manage Tools	Import Package
Settings	Export Course
Recycle Course	Archive Course

Option	Most Common Uses
Manage Course Menu	Use to add, disable, rename, or reorder course menu items (more detailed information in "Manage Course Menu" reference guide).
Archive Course	Archives all course materials in a zipped file to save on your hard drive (which can be copied to a CD.) Will maintain a record of ALL course materials INCLUDING user interactions (i.e. grades, discussions).
Manage Tools	Enables or "turns on" Blackboard tools to make them available. Recommended "default settings" to be enabled are: Announcements, Communications Area, Content Area, Discussion Board, Email, Gradebook, Groups, Manual, Personal Information, Staff Information, and My Grades (student access of grades). All others are optional, and may be used to meet a specific need. Also used to enable building blocks.
Settings	<i>Course Availability:</i> Click Yes so students can access the course when you're ready. <i>Guest Access:</i> Click YES if you'd like others to be able to view certain areas of your course.
Course Design	Use to add, remove, or modify a course banner or course menu buttons (more detailed information in "Create and Display a Customized Course Banner" reference guide).

Course Copy	Used by instructors to copy chunks of content between courses they are teaching (more detailed information in "Copy Course Content into another Course" reference guide).
Import Course Cartridge	For use by faculty for downloading course content from a publisher's course cartridge.
Import Package	Used to import an entire course into an empty Blackboard course shell.
Export Course	Saves all course materials in a zipped file to save on your hard drive to be reused in a future semester. Will retain a record of ALL course materials, but NOT user interactions (i.e. grades, discussion postings.). To save user interactions, use "Archive Course."

User Management

This section provides tools for the instructor to manage users.

User Management	
List / Modify Users	Enroll User
Create User	Remove Users from Course
Batch Create Users	Manage Groups

Most of these functions are not needed, because the Student Information System (my.maricopa.edu) will automatically download student names into courses on a daily basis and remove names upon withdrawal. The remaining options can be used to:

- View names of students enrolled in your course (List/Modify Users)
- Check to make sure you have valid email addresses for each student (List/Modify Users)
- Set up groups for small group projects and discussions (Manage Groups)

Assessment

This section provides tools for building assessments (tests/quizzes and surveys), recording grades, viewing assignments, and tracking user activity.

Assessment	
Test Manager	Gradebook
Survey Manager	Gradebook Views
Pool Manager	Performance Dashboard
Course Statistics	Early Warning System

Support

Provides various support tools, including the full instructor manual to Blackboard.

Help	
Support Manual	Contact System Administrator
	Quick Tutorials

For additional support, contact SCC's ITS HelpDesk at 480-423-6274.