

The Control Panel has 7 elements.

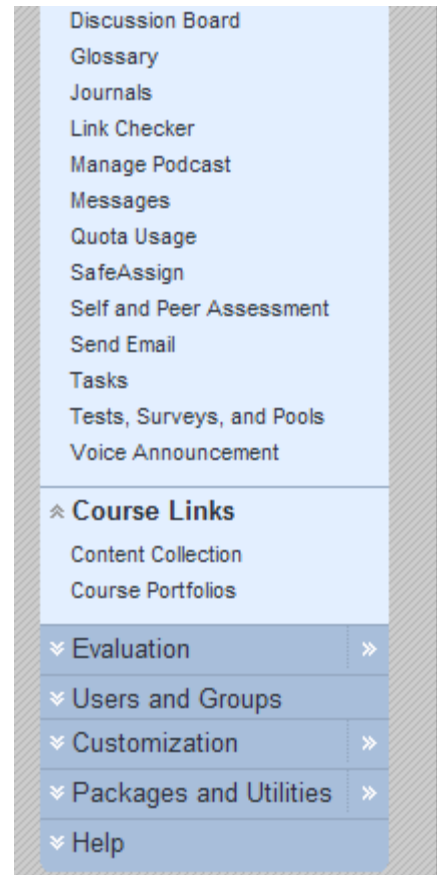
There are items for managing Blackboard under each of the 7 elements. Just click on the down arrow next to each element on the left and the element menu will open.

The first Element under the Control Panel is Course Tools. We will be going over how each of these Tools work in additional tutorials. If a Class/Course instructor wants to use any of these Tools in their instruction, they can choose the appropriate Tool from the list.

- Announcements
- Blogs
- Collaboration
- Configure iTunes U
- Extension for BlackBoard
- Contacts
- Course Calendar
- Discussion Board
- Glossary
- Journals
- Link Checker
- Manage Podcast
- Messages
- Quota Usage
- SafeAssign
- Self and Peer Assessment
- Send Email
- Tasks
- Tests, Surveys, and Pools
- Voice Announcement

The next Element under the Control Panel is Course Links. Basically this is where teachers can upload a test or assignment and then link to it in their course/class.

If the Blackboard administrators allow students and staff to create Portfolios this is where the instructor can link to items in a portfolio.

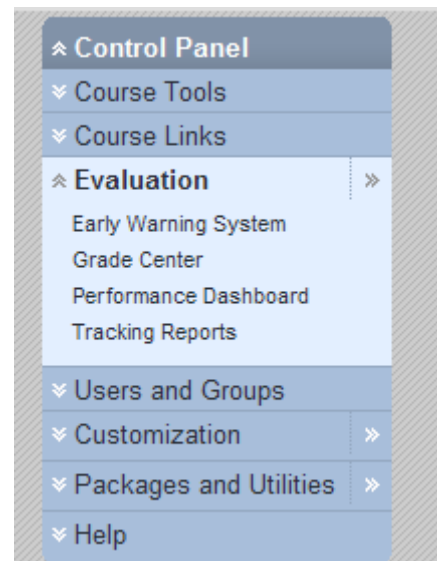


The next Element is Evaluation. The teachers can use the Early Warning System to let students know that they have not turned in an assignment.

The Grade Center is Blackboard's GradeBook. Students can check their grade that they received on an assignment. If teacher creates an assessment in Blackboard, the results will be sent to the Grade Center. (Survey results too)

The Performance Dashboard allows teachers to set specific grade criteria.

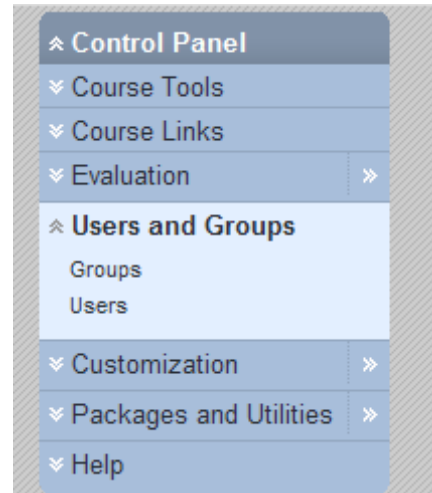
Tracking Reports allows teachers to see how often students have checked into an item.




Another Element is Users and Groups.

Teachers can create groups for Group Work. You can use the groups to collaborate together through email, messaging, discussion assignments, and work flow. (which could include peer and self assessment)

This is also where you enroll your students into your course.



 **Users**
Users that are enrolled in a course [More Help](#)
Enroll User ▼ **Batch Enroll Users**
Search: Username ▼ Starts with ▼

To enroll someone into your Course/Class click on the down arrow on the Enroll User button and choose Find Users to Enroll.

Users that have an existing account in the system can be enrolled in the Course. Click **Browse** to search for users. Only users that are not already enrolled in the Course will be identified in a search for users. [More Help](#)

* Indicates a required field.

1. Enroll Users
Enter one or more Usernames. Separate multiple Usernames with commas. Click Browse to search.
* Username
Role ▼
Enrollment Availability
2. Submit

If you know the person's username you can type it in, choose the Role and Enrollment Availability and then click on Submit.

Blackboard Learn - Windows Internet Explorer

http://isd.gennet.us/webapps/blackboard/execute/userManager?context=userPicker&enrollTypeString=UnEnrolled&filter=&selectMultiple=true&checkSysRol

Search Username Contains [] Go Options: User Information

Username
First Name
Last Name
Email

If you do not know their user name, you can browse for it. A dialog box will open when you click on Browse. You can search by Username, First Name, Last Name or Email and then click on Go after you have entered the information.

Blackboard Learn - Windows Internet Explorer


http://isd.gennet.us/webapps/blackboard/execute/userManager?course_id=_5440_1

Search Username Contains [] Go Options: User Information

| <input type="checkbox"/> | Status | Last Name | First Name | Username | Email |
|--------------------------|--------|-----------|------------|---------------|-----------------------|
| <input type="checkbox"/> | | Corner | Nancy | isd.t.ncorner | ncorner@inghamisd.org |

1 items | Show All Edit Paging... Cancel Submit

Once you have found the correct person you would like to enroll in the course, check the open box and then click on Submit.

 **Users**

Users that are enrolled in a course can be located using the Search criteria provided. [More Help](#)

Enroll User Batch Enroll Users

Search: Last Name Contains manning Go

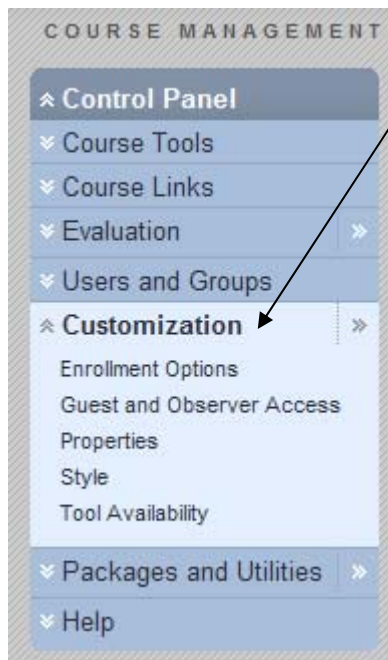
Remove Users from Course Refresh

| <input type="checkbox"/> | Username | Last Name | First Name | Email | Role | Observer | Available |
|--------------------------|----------------|-----------|------------|------------------------|---------|----------|-----------|
| <input type="checkbox"/> | isd.a.nmanning | Manning | Nancy | nmanning@inghamisd.org | Student | | Yes |

Remove Users from Course Refresh

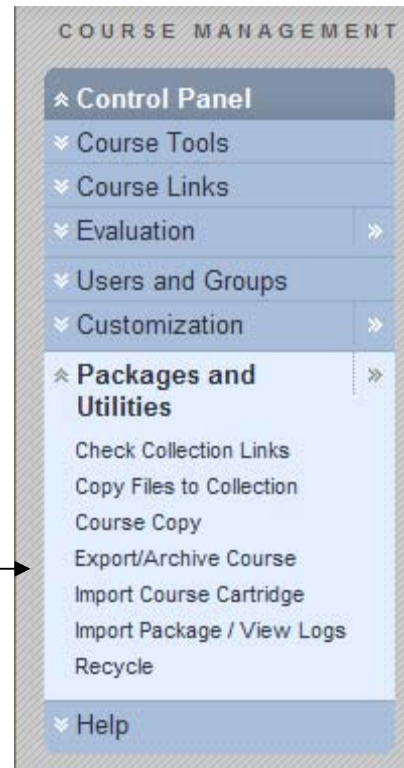
Displaying 1 to 1 of 1 items | Show All Edit Paging...

You can remove persons from the course by searching for them and then checking the box next to their name. Then click on Remove Users from Course.



The other elements under Customization will be discussed in detail in further tutorials.

Under Packages and Utilities, Instructors can do a Course Copy, and Export/Archive their Course. Teachers should export their class at the end of each year. Archive saves both the material and the students so this should be done as often as possible. Course cartridges can be purchased from Textbook companies.



The Help Element has some great tools available, The Manual is the most up-to-date Blackboard Manual. There are Quick-Tutorials created by Blackboard that are videos. If you click on System Administrator it will email the ISD contact for each Blackboard System.

