

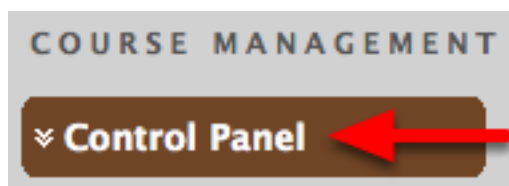


## Using the Control Panel

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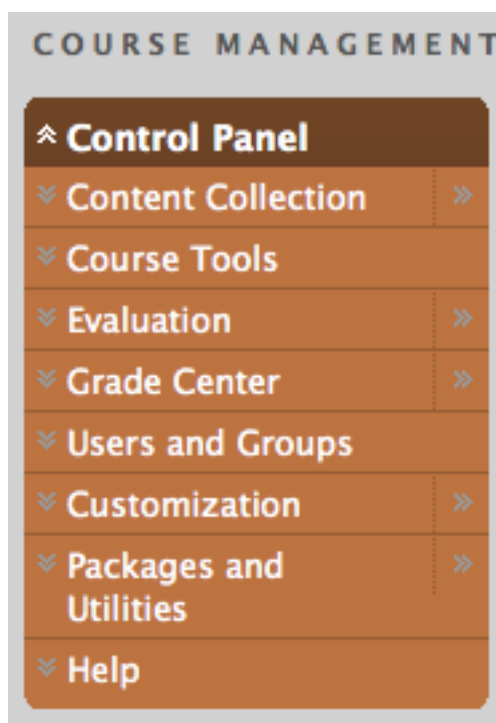
This is an overview of the **Control Panel** menu items and options. In a course site, the **Control Panel** can be accessed under the **Course Management** area.

### Collapsed Control Panel menu



If the Control Panel menu is collapsed, click in the **Control Panel** title area to expand the menu. Each option within the Control Panel can also be expanded in order to view the available sub-menus below. To expand a given option, click on the menu option title. Once a menu area has been expanded, the options included within can be accessed by clicking on the option title.

### Expanded Control Panel menu



By default, the **Control Panel** menu is expanded upon initially entry to a course.



## Content Collection

[View List](#) [View Thumbnails](#)

**Course Content: BBV9TEST** ⌵

The Content Collection provides central file storage for all content. Instructors can link to items anywhere in the Content Collection when creating content for this Course. When an Instructor changes an item in the Content Collection, all links to the item reflect those changes. Using the links in the Control Panel, Instructors can access the content in this Course, in all of the Instructor's Courses, in all of the Instructor's Organizations, or in all of the Courses in the Institution. [More Help](#)

[Upload](#) ⌵ [Create Folder](#) [Set Up Shared Location](#)

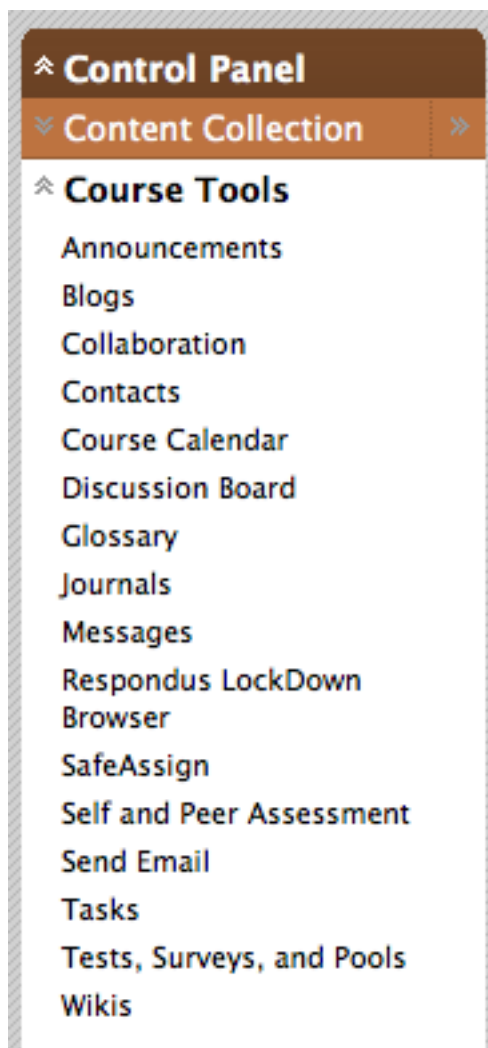
[Download Package](#) [Copy](#) [Move](#) [Delete](#) [Refresh](#)

<input type="checkbox"/>	File Type	Name	Edited	Size	Permissions
<input type="checkbox"/>		Bb logo big horz.jpg <span>⌵</span>	Aug 1, 2011 3:58:50 PM	106.3 KB	
<input type="checkbox"/>		bbthreatlevels.jpg <span>⌵</span>	Sep 30, 2011 2:37:18 PM	182.6 KB	
<input type="checkbox"/>		downtime 9-2-2011.jpg <span>⌵</span>	Aug 23, 2011 4:56:02 PM	171.4 KB	

**Content Collection:** Acts as an in-course file storage manager, which makes it easy to keep track of documents used within the course. Any files uploaded to the course are added to the course files area and in turn can be linked to multiple content areas, eliminating the need to upload the same document multiple times.



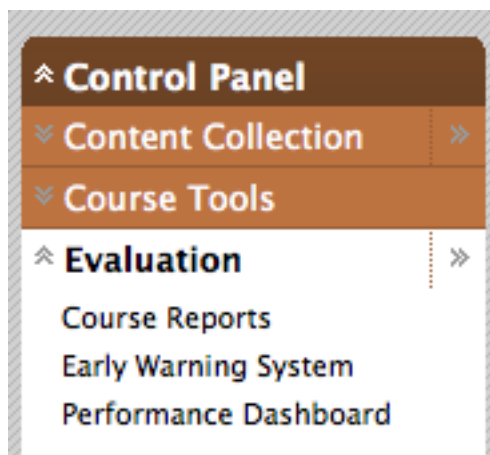
## Course Tools



**Course Tools:** Contains links to Announcements, Blogs, Contacts, Calendar, Discussion Board, Journals, Photo Roster, Email, and Tests, Surveys and Pools area (previously Test/Pool Manager), etc.

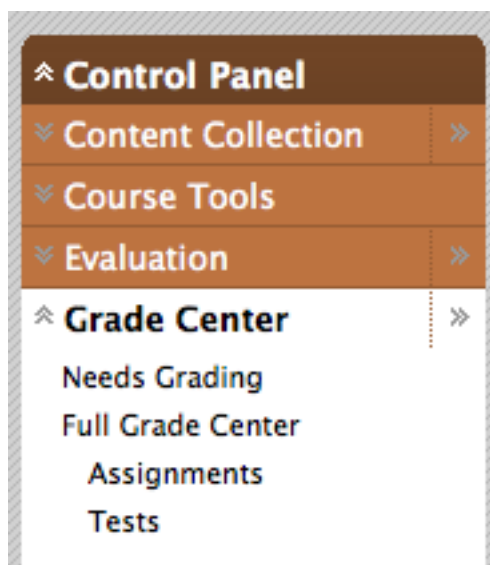


## Evaluation



**Evaluation:** Contains links to the Performance Dashboard, Course Reports, and Early Warning System.

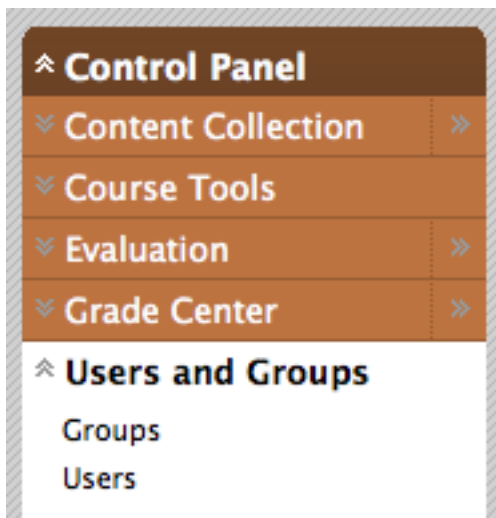
## Grade Center



**Grade Center:** Contains the links to access the Grade Center. This menu allows the addition of “favorite” Smart Views, which, when added, can be accessed right from within the Control Panel area.

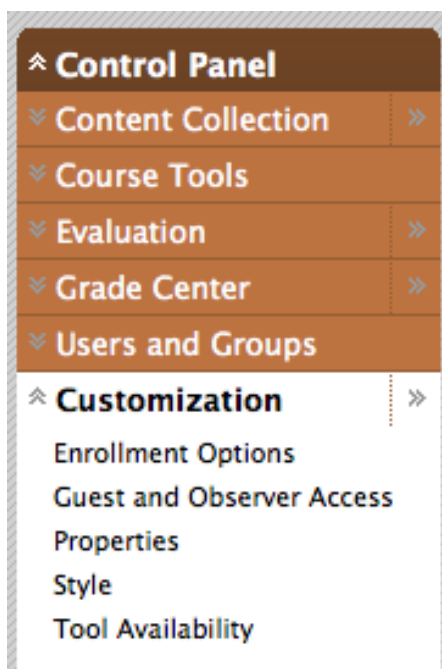


## Users and Groups



**User and Groups:** Allows for management/enrollment of users and the configuration and modification of groups.

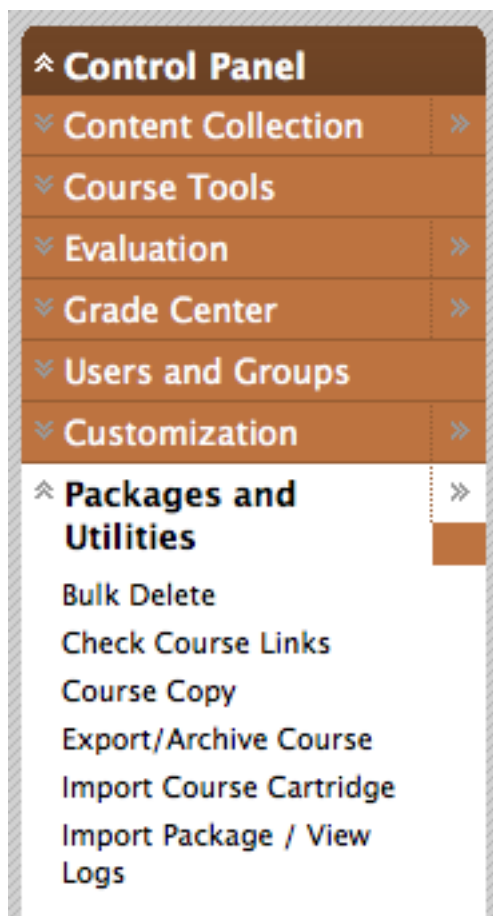
## Customization



**Customization:** Allows for the customization of the course design and properties, including course availability settings.



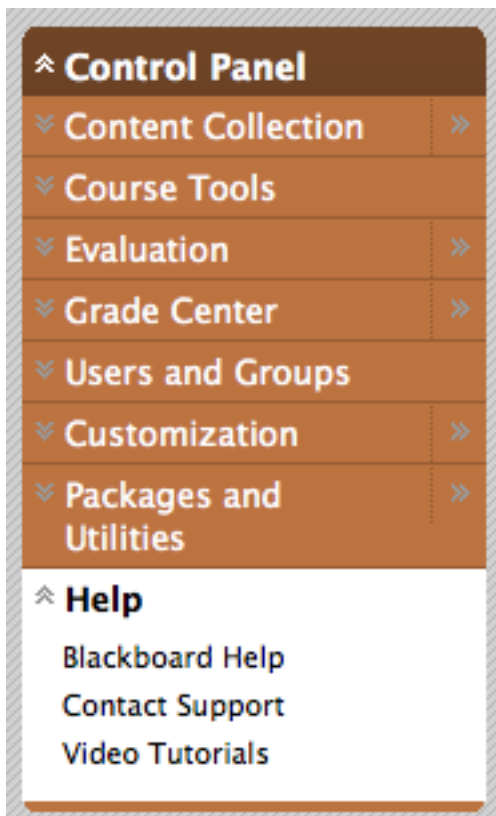
## Packages and Utilities



**Packages and Utilities:** Contains the Course Copy, Export/Archive, Import, and Bulk Delete options.



## Help



**Help:** Contains the Instructor Manual and various quick tutorials published by Blackboard, Inc.