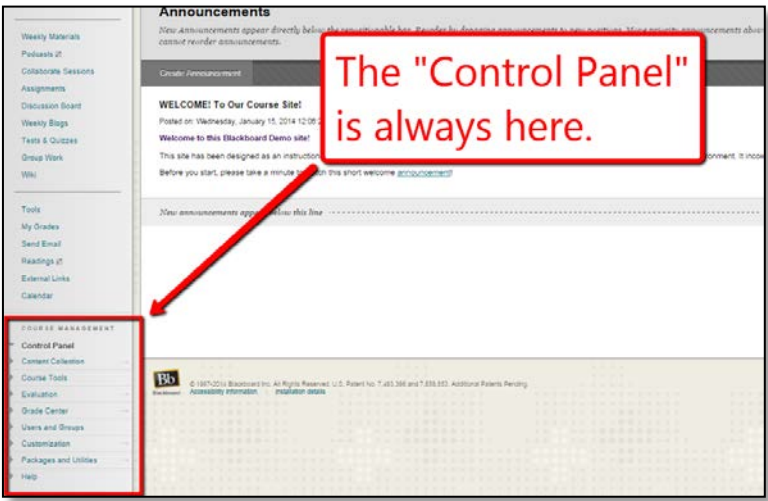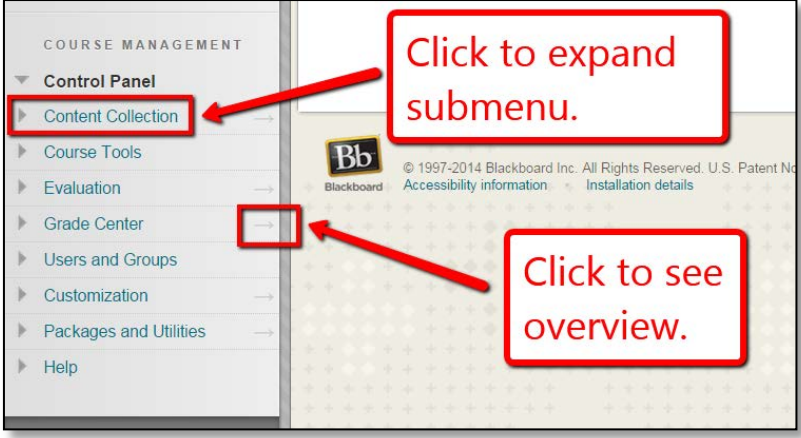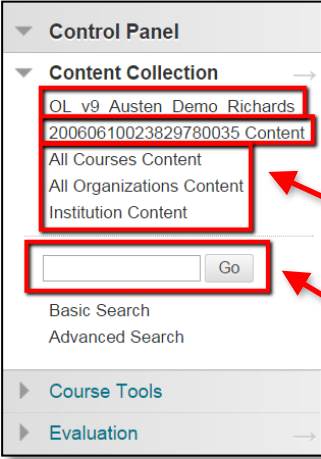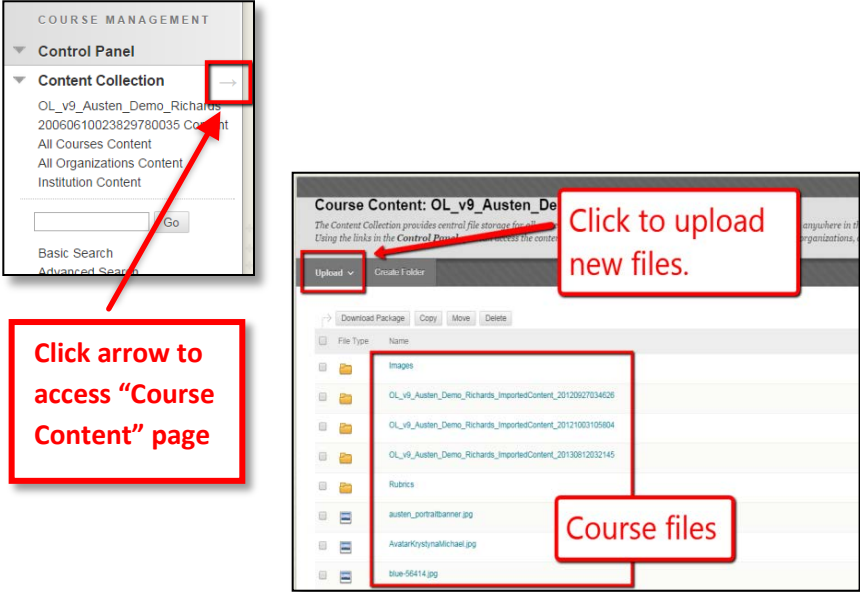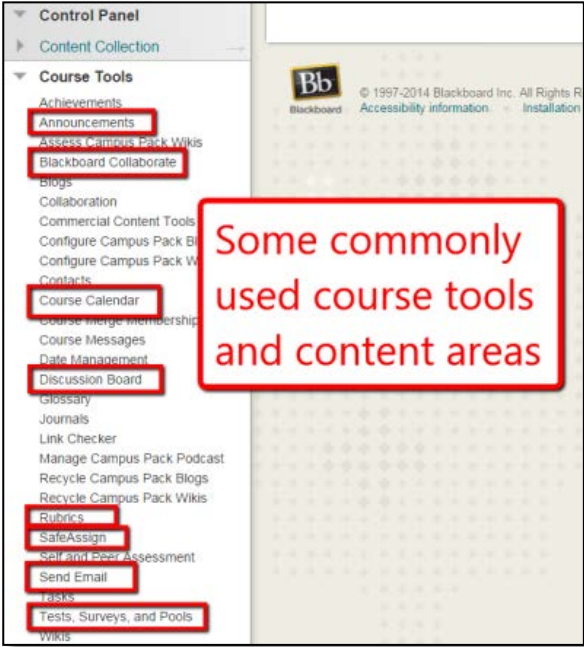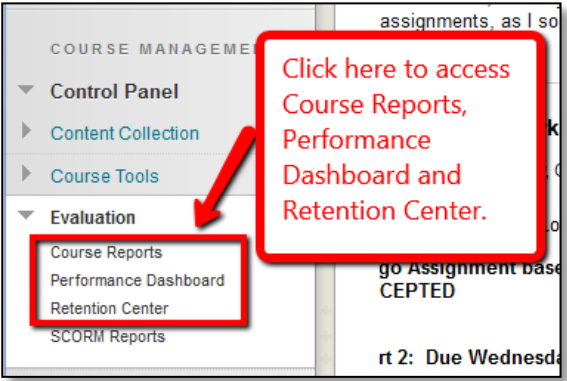# An Introduction to Blackboard for Faculty

Part II: Managing Your Course Using the Control Panel

This guide will show you one of the two main features that you will use as an instructor to develop, manage, and make changes to your course: the Control Panel. The Control Panel is always located in the lower left of the screen beneath the course navigation menu, so the functions are available to the instructor from anywhere in the course. You will use the Control Panel: to access Course Tools such as SafeAssign or Discussion Board; to create and manage groups; to customize the look of your course; to search for or upload course files; and to access the Grade Center.

In addition to providing an introduction to commonly used features of the Control Panel, this guide also provides directions for adding or replacing the Course Banner (Steps 9-10).

<u>Step 1</u> You can access the Control Panel from anywhere within your course. It is located beneath the course menu, in the lower left corner of the screen.	
<u>Step 2</u> The Control Panel is divided into submenus that can be expanded or collapsed by clicking on their names or the triangles to the left of their names. Clicking on the arrows to the right will open that area's overview page.	

Step 3 **Content Collection** Whenever you upload a file to Blackboard, it stores that file in the "Content Collection," where you can then link to it from other areas of the course. Content is organized according to where it originated (see illustration). To search for a file, type its name in the search box in the "Content Collection" submenu and click "Go."	▼ **Control Panel** ▼ **Content Collection** → OL_v9_Austen_Demo_Richards 20060610023829780035 Content All Courses Content All Organizations Content Institution Content [_____] Go Basic Search Advanced Search ▶ Course Tools ▶ Evaluation → **Content in this course** **Content you have uploaded to *any* course or organization** **Content from *all* enrolled courses and organizations** **Content search box**
Step 4 Click the right-facing arrow by the "Content Collection" link in the Control Panel to access the "Course Content" page. On that page you will find a list of all the files that have already been uploaded to this course. You will usually add content to your course from within a site page, but you can also upload a new file by clicking the "Upload" button at the top of the screen here. See our "Content Collection" quick guide for more information: http://spsfaculty.commons.gc.cuny.edu/quick-guides/	COURSE MANAGEMENT ▼ **Control Panel** ▼ **Content Collection** → OL_v9_Austen_Demo_Richards 20060610023829780035 Content All Courses Content All Organizations Content Institution Content [_____] Go Basic Search Advanced Search **Click arrow to access "Course Content" page** Course Content: OL_v9_Austen_De... Upload ⌄ Create Folder **Click to upload new files.** Download Package Copy Move Delete File Type Name 📁 Images 📁 OL_v9_Austen_Demo_Richards_ImportedContent_20120927034626 📁 OL_v9_Austen_Demo_Richards_ImportedContent_20121003105604 📁 OL_v9_Austen_Demo_Richards_ImportedContent_20130812032145 📁 Rubrics 🖼 austen_portraitbanner.jpg **Course files** 🖼 AvatarKrystynaMichael.jpg 🖼 blue-56414.jpg

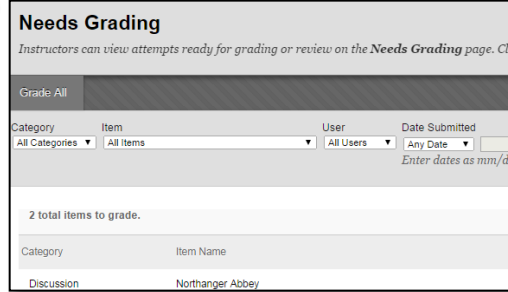|	
<u>Step 5</u> **Course Tools** You will probably use the "Course Tools" section of the Control Panel most frequently. You can access some of the most commonly used tools here, including: Announcements, Blackboard Collaborate, Course Calendar, Discussion Board, Rubrics, SafeAssign (for detecting plagiarism), Send Email, Tests. If you and/ or your students will be using a tool consistently throughout the semester, you may want to create a link for it in your course menu. To do so, hover over the (+) button at the top left of the menu, click "Tool Link," and select the tool from the menu. You can find Quick Guides for various Blackboard tools here: http://spsfaculty.commons.gc.cuny.edu/quick-guides/	
<u>Step 6</u> **Evaluation** In the "Evaluation" section, you will find links to "Course Reports," the "Performance Dashboard" and the "Retention Center." "Course Reports" is a tool that allows you to generate data on how individuals or the class as a whole has been interacting with the course site. The "Performance Dashboard" shows you when each student last accessed the course along with other information. The "Retention Center" helps you track student's progress and identify students at risk of falling behind.	 For more information about the Retention Center, see our quick guide: http://spsfaculty.commons.gc.cuny.edu/quick-guides/

Step 7

Grade Center

Access the Grade Center through the Control Panel, either by clicking the right-pointing arrow next to the "Grade Center" title, or selecting "Full Grade Center" from the submenu.

The "Needs Grading" link displays only those assignments already submitted by students that still need grading.

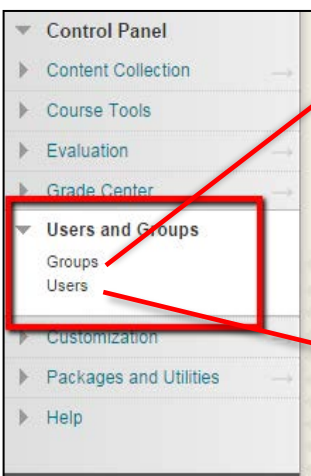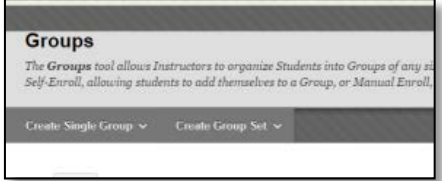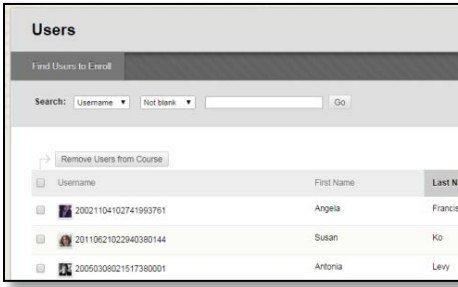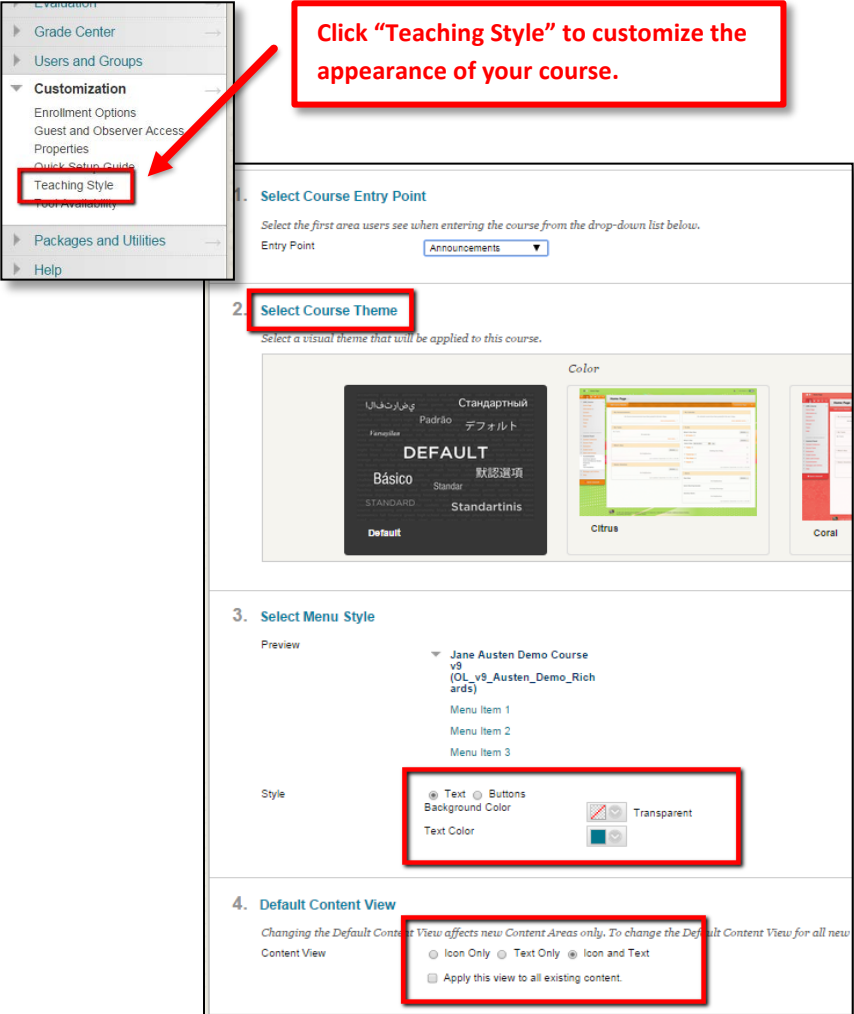For instructions on how to set up and use the Grade Center, see our quick guide: http://spsfaculty.commons.gc.cuny.edu/quick-guides/

Step 8

Users and Groups

Within the "Users and Groups" submenu, click "Groups" to create, view or manage student groups. There are several options for creating groups; please see our Quick Guide on the Groups tool for more information: http://spsfaculty.commons.gc.cuny.edu/quick-guides/

Clicking "Users" opens a page listing all students and other course users along with their email addresses.

Step 9	
Customization	
Every online course at SPS is expected to contain a banner which serves as a quick identification marker for your course, provides a more personalized feel, and adds to the attractiveness of the course site environment. To add a banner to your course, open the "Customization" submenu and click on "Teaching Style." Sections 1-4 of the "Teaching Style" screen allow you to change the appearance of the course. Scroll down to section 5 to upload a new banner. Note: We recommend you keep your course entry point at the "Announcements" page. And while you are free to modify the course themes and colors as you see fit, you should <u>NOT</u> change the menu style from "Text" to "Buttons," as that will prevent students who rely on screen readers from accessing course content.	

Step 10	
Click "Browse My Computer" to upload an image from your computer. We recommend that the banner include the course title and be roughly two by eight inches (about 200 by 800 pixels). When finished, click "Submit," and the new image will be displayed as the course banner on the entry page of your course (usually "Announcements"). See the "Creating a Banner" Quick Guide for more information: http://spsfaculty.commons.gc.cuny.edu/quick-guides/	

You will learn how to create and manage course content in the third part of the "Introduction to Blackboard" Quick Guide series.