

# Navigating in a Course – for Instructors

When you first enter a course as an instructor, you will be looking at the “student” view of the course. The student sees most everything but the Control Panel link.

The Control Panel link is only for Instructors. This is where you will go to add content.

The course menu comes with these standard links. You can put content in several of these areas, or change the links to fit your own design. The students navigate in your course via these links.

## Using Breadcrumbs

In Blackboard, it is generally **not advisable to click the Back button**, unless you have opened a document within Blackboard. Instead, click on the *breadcrumbs* at the top of the screen to navigate. Breadcrumbs are named after the Hansel & Gretel fable, since they help you know in what area of a website you are located and can also help you get to other places.

The course you are in. Clicking on this link will take you back to the student view of the course.

Part of the course you are in. By clicking on this link, you will return to the Control Panel.

The area you are in.

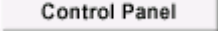
The specific folder you have clicked.

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## Using the Instructor Control Panel

Much of the course administration is done through the Instructor Control Panel. This area is only available to users with one of the following defined roles:

- Instructor
- Teaching assistant
- Grader
- System administrator

To work in your Blackboard course, click on the Control Panel link  in the gray Toolbox area to the left of the screen after you log in to your course.

The different sections of the Control Panel manage various types of information, materials, assignments, and assessments used in the course. The sections allow instructors to:

- Post course documents, staff information, assignments, announcements, quizzes/surveys and more.
- Incorporate text, spreadsheets, slideshows, and graphics files.
- Post student grades, communicate in a variety of different ways with students, and manage students.

By clicking on the blue underlined link in each section, you can add content.

The Control Panel includes **six** main areas.

