

# Using the Control Panel

Through the Control Panel, an instructor customizes and manages the course shell. This quick reference will help you complete the most common tasks. Refer to other tip sheets for exact instructions.

| Content Areas                    |   |
|----------------------------------|---|
| <a href="#">Syllabus</a>         | 1 |
| <a href="#">Course Documents</a> |   |
| <a href="#">Assignments</a>      |   |

| Course Tools                          |   |  |
|---------------------------------------|---|--|
| <a href="#">Announcements</a>         | 2 | <a href="#">Course Objectives</a>              |
| <a href="#">Course Calendar</a>       |   | <a href="#">Advanced Group Management</a>      |
| <a href="#">Staff Information</a>     |   | <a href="#">Turnitin Assignments</a>           |
| <a href="#">Tasks</a>                 |   | <a href="#">Turnitin Assignments by Groups</a> |
| <a href="#">Send Email</a>            |   | <a href="#">Configure Wiki Tool</a>            |
| <a href="#">Discussion Board</a>      |   | <a href="#">Assess Wikis</a>                   |
| <a href="#">Collaboration</a>         |   | <a href="#">Recycle Wikis</a>                  |
| <a href="#">Glossary Manager</a>      |   | <a href="#">Manage Podcast</a>                 |
| <a href="#">Messages</a>              |   | <a href="#">Configure Blog Tool</a>            |
| <a href="#">Link Checker</a>          |   | <a href="#">Recycle Blogs</a>                  |
| <a href="#">Power User Enrollment</a> |   |  |

| Course Options                     |   |   |
|------------------------------------|---|---|
| <a href="#">Manage Course Menu</a> | 3 | <a href="#">Import Course Cartridge</a> |
| <a href="#">Course Design</a>      |   | <a href="#">Import Package</a>          |
| <a href="#">Manage Tools</a>       |   | <a href="#">Export Course</a>           |
| <a href="#">Settings</a>           |   | <a href="#">Archive Course</a>          |
| <a href="#">Course Copy</a>        |   |   |

## 1-Content Areas

**Post documents, presentations, or multimedia files:** Content Area link > Item

**Create links to other web sites:** Content Area link > External Link

**Deploy a test:** Content Area link > Test > Select test > Modify Test Options

**Create trackable Assignments:** Content Area link > Select Assignment > Go

**Use a Learning Objects feature:** Content Area link > Wikis or Podcast Episode or Blog > Go

## 2-Course Tools

**Post contact info, office hours and a short bio:** Staff information> Add Profile

**Create a Discussion Board forum:** Discussion Board > Add forum

**Check that External Links are still viable:** Link Checker

**View TurnItIn Originality Reports:** TurnItIn Assignments > View

## 3-Course Options

**Create, rename, reorder, or remove navigation buttons:** Manage Course Menu

**Change button colors and shapes:** Course Design > Course Menu Design

**Enable/disable student Tools or Communication features:** Manage Tools > Tool Availability

**Give students access:** Settings > Course Availability

**Export content to another course:** Export Course > Export > Check desired areas > Submit

**Import content from a course:** Import Package > Browse for zip file > Check desired areas > Submit

**Continued**

|                                     |   |  |
|-------------------------------------|---|--|
| <b>User Management</b>              | 4 |  |
| <a href="#">List / Modify Users</a> |   | <a href="#">Remove Users from Course</a>     |
| <a href="#">Enroll User</a>         |   | <a href="#">Manage Groups</a>                |
| <b>Assessment</b>                   | 5 |  |
| <a href="#">Test Manager</a>        |   | <a href="#">Gradebook</a>                    |
| <a href="#">Survey Manager</a>      |   | <a href="#">Gradebook Views</a>              |
| <a href="#">Pool Manager</a>        |   | <a href="#">Performance Dashboard</a>        |
| <a href="#">Course Statistics</a>   |   | <a href="#">Early Warning System</a>         |
| <b>Help</b>                         | 6 |  |
| <a href="#">Support</a>             |   | <a href="#">Contact System Administrator</a> |
| <a href="#">Manual</a>              |   | <a href="#">Quick Tutorials</a>              |

## 4-User Management

**View course roster:** List/Modify Users > Search

**Add registered students:** Enroll user > Locate student > Check next to name

**Disable student's access:** List/Modify Users > Locate student > Properties > Availability to "no"

**Create groups:** Manage groups > Add Group

**Add students to groups:** Manage groups > Modify > Add Users to Group

**Add TA or co-instructor:** Enroll user > Select person > Submit > OK > List/Modify Users > Locate person > Properties > Select role

## 5-Assessment

**Create online quizzes:** Test Manager > Add Test > Type description/instructions > Creation Settings > Select question type > Go > Type question and answer(s) > Submit > Repeat question types

**Check course usage:** Course Statistics

**View students' answers to online quiz:** Gradebook > Quiz link > Assessment Attempt Details

**Create new column for offline assignments, quizzes, etc.:** Gradebook > Add item

**Reorder columns or remove items:** Gradebook > Manage Items

**Add student scores to Gradebook:** Gradebook > Item link > Item Grade List

**Review and grade a trackable Assignment:** Gradebook > Student's exclamation point > View

**Download all students' Assignments:** Gradebook > Item link > Item Download

**Check student access & progress with Adaptive Release or Review items:** Performance Dashboard

## 6-Help

**Open a link to Behind the Blackboard:** Right-click Support > Open in new window

**Refer to the Blackboard Instructor Manual:** Manual

**Send an e-mail to the help desk:** Although the link says Contact System Administrator, the e-mail actually goes to [help@nnu.edu](mailto:help@nnu.edu), our Technical Response Center. You may also call at 208-467-8111.