

Navigating in a Course

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

Instructor Control Panel: There are six main areas in the Control Panel

User Management: This area provides tools for the instructor to manage users.

Assessment: This area provides tools for building assessments, recording grades, and tracking user activity.

Help: This area offers support contacts and online documentation.


Content Areas: This area provides the tools necessary to add text, files, and information into your course.

Course Tools: This area contains the communication tools for instructors to send email, create tasks, and work with groups.

Course Options: This area contains Security and customization options for advanced management of course components.

All 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
- Course Builder

To work in your blackboard course, you may either click on the Control Panel  at the bottom left of the screen after you log in to your course or on the **EDIT VIEW** link on the top right of the main window (click the **display view** in the same location to return to the student view).

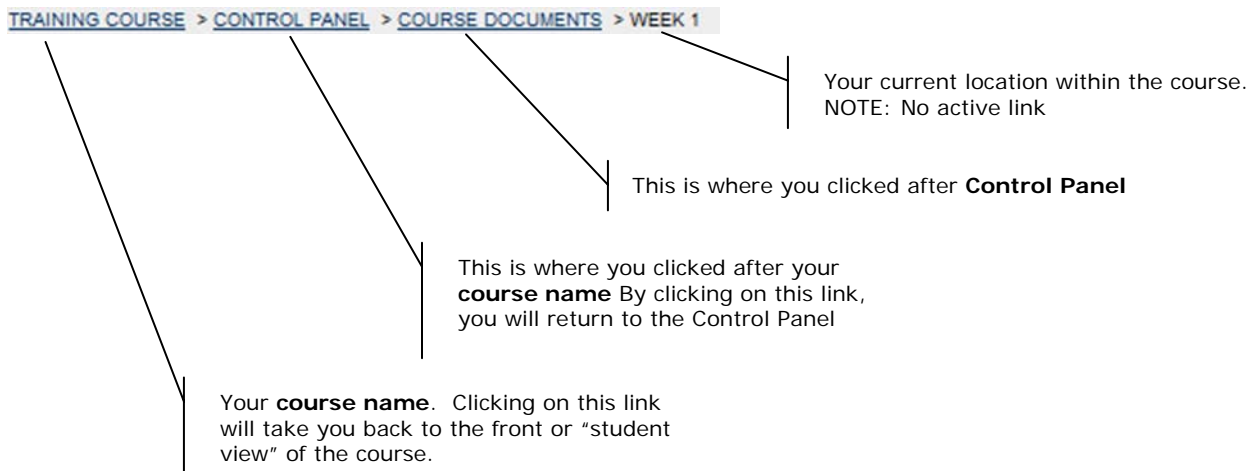
The different sections of the **Control Panel** manage various types of information, materials, assignments, and assessments used in the course. The sections allow instructors to:

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

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

Bread Crumbs

In Blackboard, it is generally **not advisable to click the back button***. Instead, use the “breadcrumbs” at the top of the screen to navigate. Using the breadcrumbs, you can go back to top of the subfolder you are in (i.e. Week 1), the top of the content area (i.e. Course Documents), the Control Panel, the student view, or a listing of your courses.



***Note:** If you are viewing a file, you need to click back to return.