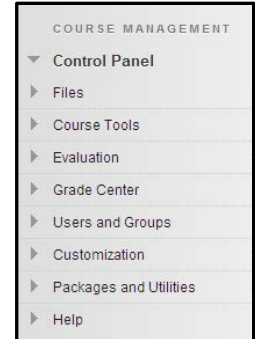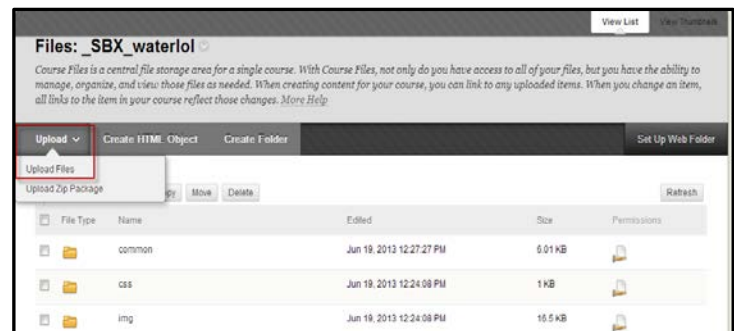# Control Panel

The control panel at the bottom of the page in a course in Blackboard is **only visible for instructors.** It provides links to course tools, the Grade Center as well as access to further help on Blackboard. For more information about specific Control Panel Tools, see corresponding Help Documents on the BB91 Help Site.
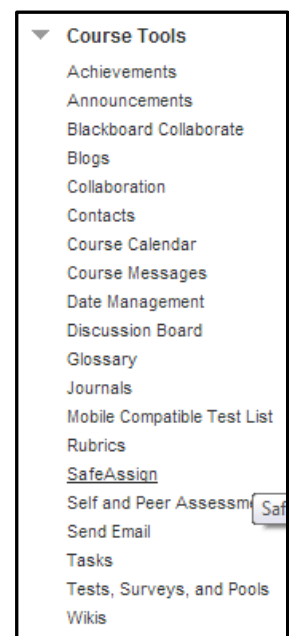
1. Files

The **Files** menu is a place for instructors to store materials directly on Blackboard.

2. Course Tools

The **Course Tools** provide instructors links to tools such as **Achievements**, **Discussion Board,** and **Tests, Surveys and Pools**. You can choose which tools are made available to your students.
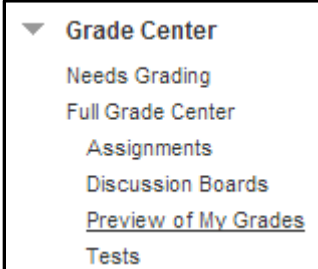

Course Tools

Achievements
Announcements
Blackboard Collaborate
Blogs
Collaboration
Contacts
Course Calendar
Course Messages
Date Management
Discussion Board
Glossary
Journals
Mobile Compatible Test List
Rubrics
SafeAssign
Self and Peer Assessm[ent]
Send Email
Tasks
Tests, Surveys, and Pools
Wikis

3. Evaluation

The **Evaluation** link allows instructors to run **Course Reports** and access the **Retention Center**.

Evaluation

Course Reports
Performance Dashboard
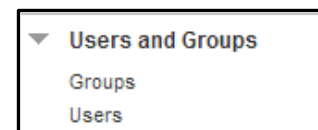Retention Center
SCORM Reports

4. Grade Center

In the **Grade Center**, instructors can provide and manage students' grades for assignments, tests, discussion posts, journals, blogs, and wikis, and for ungraded items, such as surveys or self-tests. Instructors can also create **Grade Columns** for any activities such as special projects, participation, or attendance.
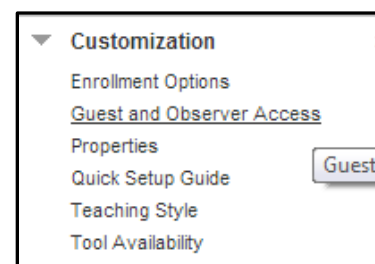
5. Users and Groups

Instructors can view a list of users in the course. To do this, click **Users** under **Users and Groups**. Instructors can also set up groups directly on Blackboard by clicking on **Groups**.
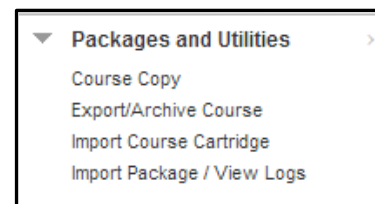
6. Customization

Instructors can customize their Blackboard course using the various customization tools. You can choose which course tools are available to the students by clicking **Tool Availability**
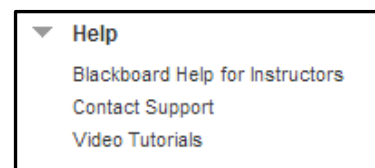
7. Packages and Utilities

Packages and Utilities allows instructors to **Import** or **Copy** Blackboard courses.

8. Help

The help links provides additional support for Blackboard.

For more help on using Blackboard 9.1 go to **http://tinyurl.com/csng4wk**
or visit the Blackboard On Demand site at **http://ondemand.blackboard.com/**