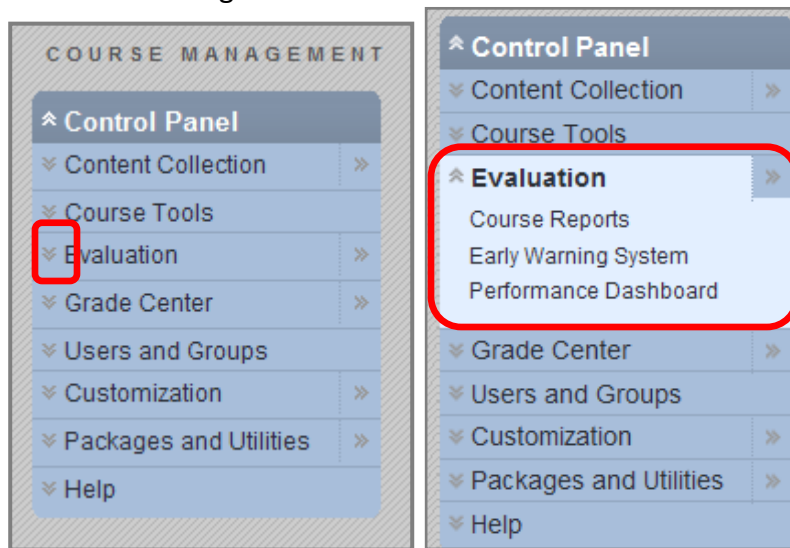


Using the Control Panel

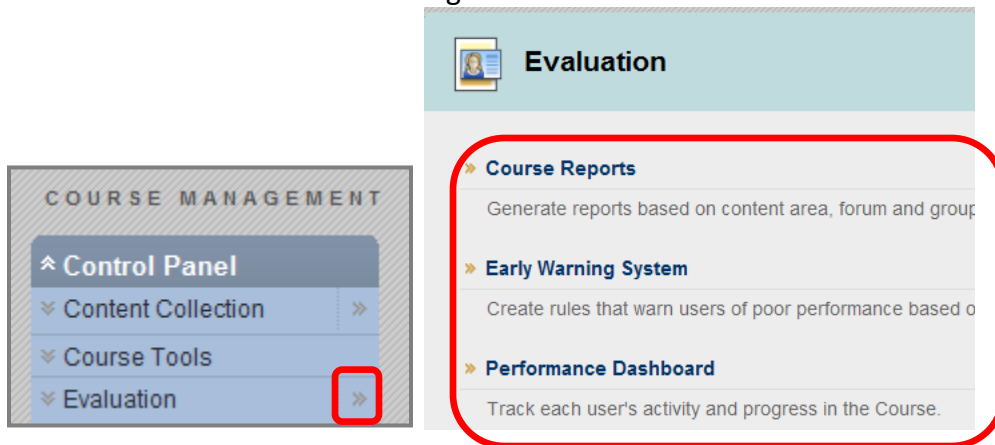
The **Control Panel** is the instructor's "Command Central". The Control Panel has been moved to the Course menu in Bb 9.1. The Control Panel gives faculty access to manage the look, functionality, tools, reporting, assessments and content of their course.

Follow these step-by-step instructions to access and use the **Control Panel**.

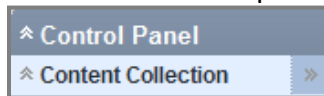
1. The **Control Panel** appears under Course Management. The Action Link opens a list of links to the course management areas available in the section of the **Control Panel**.



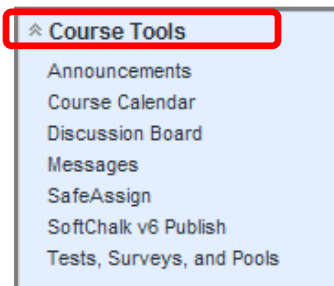
2. The Expand link to the right heading opens the page in the content window that accesses the functions underneath that heading.



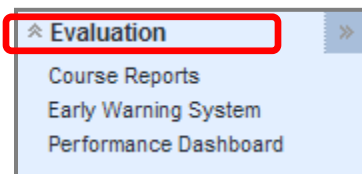
3. Each area of the Control Panel contains access to controlling different features and functionality. Let's explore each:
- a. Content Collection provides access to users trained in the Content Collection.



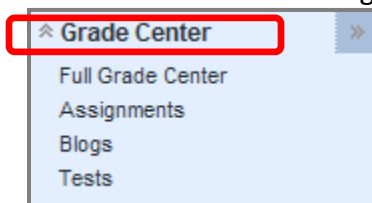
- b. Course Tools links to all tools available for the course site.



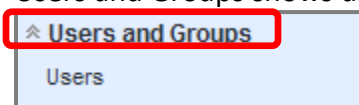
- c. Evaluation is used to access student progress and activity in the course.



- d. Grade Center links to the grading area.

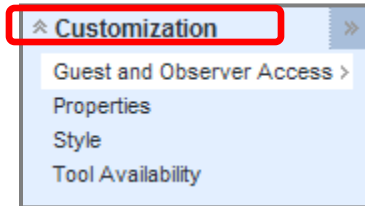


- e. Users and Groups shows users and established groups in the course

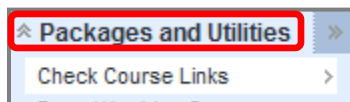


- f. Customization is where styles, properties, and tool availability can be set.

*NOTE: Guest and observer access is not available at Tri-C.



- g. Packages and Utilities area allows instructors to check the stability of external links or urls in the site.



- h. Help area links various help options, such as an instructor's manual.

