The Control Panel can be found below the Course Menu and is everpresent when you are browsing your course. Here, an instructor can change settings for the course, adjust the look and feel of the course, access the Grade Center, or communicate with students. Students do not see the Control Panel.

Use the arrows to the left of each link to expand or collapse the area. In the figure to the left, each of the Control Panel areas are expanded except for Content Collection, Course Tools, and Help.

Use the arrows to the right of a Control Panel area to display that area or a list of that area’s functions in the Main Frame of the course.

The Control Panel is comprised of the following areas:

**Content Collection:** All files uploaded to the course reside here.

**Course Tools:** Links to all tools available to your course, such as Announcements, Email, Discussions, etc.

**Evaluation:** Gain insight into your students’ performance in the course. View information about student activity and content usage, or be notified about their performance based on criteria you create.

**Grade Center:** Access the Needs Grading page, the Full Grade Center, and any favorite sub-views of the Grade Center.

**Users and Groups:** Create groups of students to collaborate on work. Choose to manually select members, have Blackboard randomly select members, or allow students to self-enroll.

**Customization:** Change course properties like availability, control which tools are available, and use the Quick Setup Guide and Teaching Style page to modify the course appearance.

**Packages and Utilities:** Instructors of record can perform course copies or export course materials. GTAs are not able to perform course copies or exports.

**Help:** Locate video tutorials and contact support for assistance.