






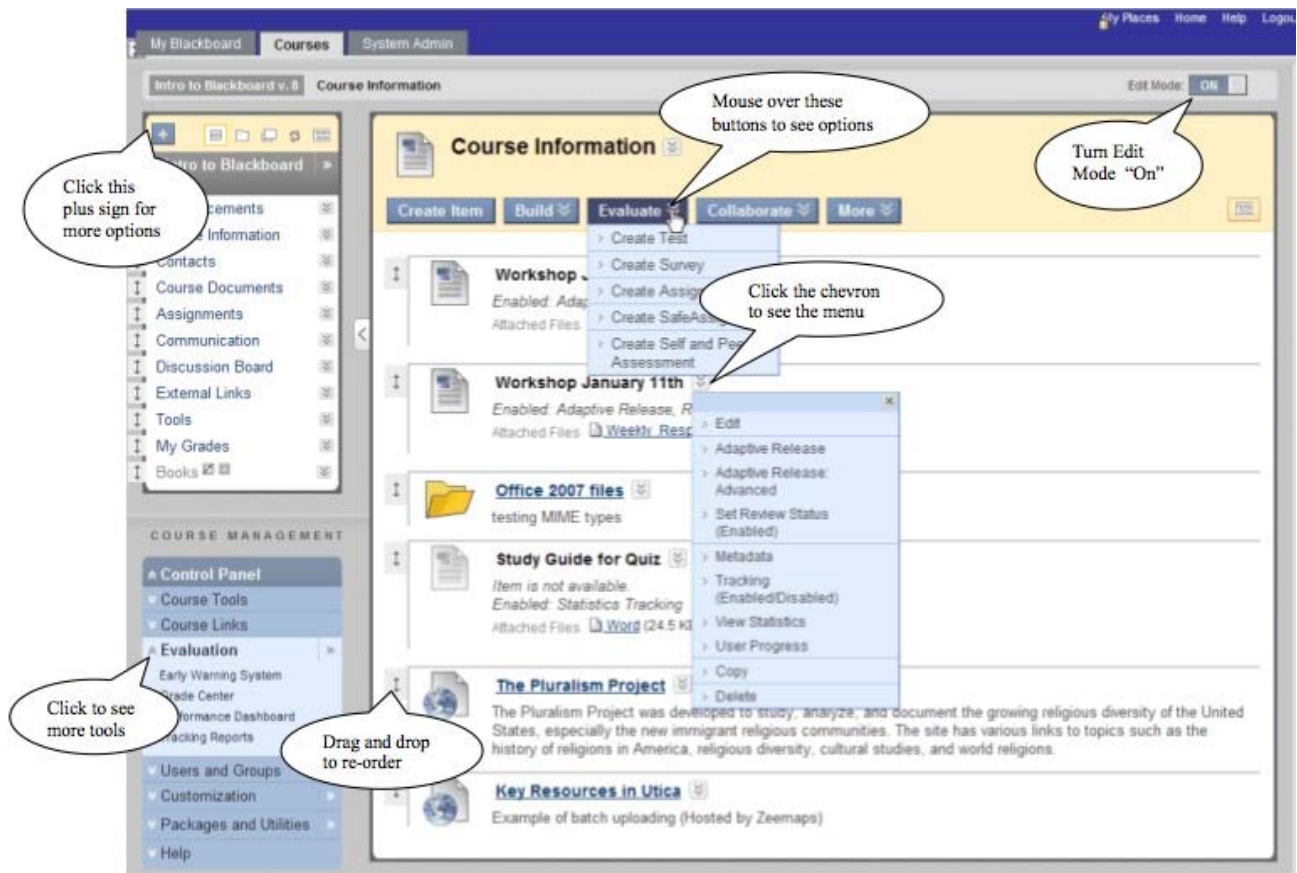
## Blackboard 9 Control Panel Changes

The Blackboard Learning System has been completely redesigned with the same type of navigation that was introduced in the grade center in version 8. The functionality is still here although it has been retooled, relocated, rearranged and upgraded in a number of cases. The first noticeable change that you will encounter is the absence of the control panel button. Instead, there is a new user interface, which changes the way you will be editing your course. There is no separate page for the control panel any longer. All the tools that used to be on the Control Panel page are located within a sub-menu that can be accessed by clicking a chevron. The image below shows you the different things these chevrons expand to.

### *Chevrons*

<b>Image</b>	<b>Description</b>	<b>Function</b>
	Two arrows on top of each other, pointing up "Up chevron"	Hides the content of a navigation sub-menu.
	Two arrows on top of each other, pointing to the right "Right chevron"	Expands a sub-menu to the right (into a new page)
	Two arrows on top of each other, pointing down "Down chevron" (usually next to a content item) Note: click on this chevron to expand	Reveals a menu of options for editing this item
	Two arrows on top of each other, pointing down "Down chevron" (usually part of a tool button) Note: hover the mouse to expand this chevron	Reveals a menu of options for this tool
	Two arrows on top of each other, pointing down "Down chevron" (usually next to a menu item) Note: click on this chevron to expand	Reveals tools or other items which are part of this course area (e.g. Course Tools)

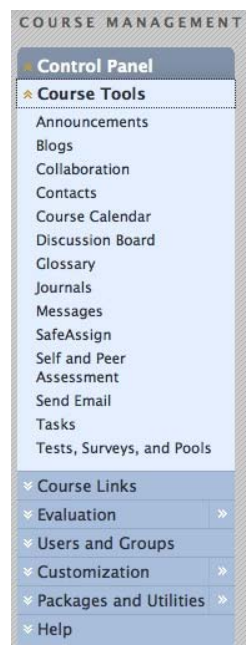
Blackboard now uses a drag-and-drop method to change the order of a list of items (for example, the course menu or the columns in the Grade Center). When Edit Mode is on, these appear as double-headed arrows; when you hover the mouse over them, the image changes to a four-pointed arrow. Click and hold the item in order to drag it to a new location; then let go to drop it there.



Adding material to a content area is similar to Blackboard 8. The drop down menu, which was located on the right hand side that was used to add assignments, safe assignments, etc., is gone because they took those menu items and combined them into three different menu buttons. The first button we have available is "Create Item" which has the same features as version 8 so nothing has really changed here.

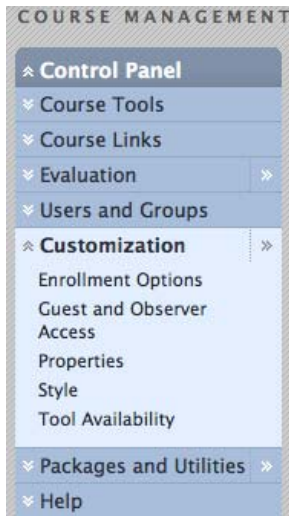
The next button is of the drop down menu variety and is titled "Build" which has combined a few of the features that were listed as standalone buttons in version 8. The combined options are Create Folder, Create External Link, Create Course Link, Create Learning Module, Create Syllabus, Create Module Page, Link to Tools Area and Link to Offline Content. The next menu is "Evaluate" and that has Create Test, Create Survey, Create Assignment, Create SafeAssignment and Create Self and Peer Assessment. The last menu is "Collaborate" and it has Create Discussion Board Link, Create Blog Link, Create Journals Link, Create Chat, Create Virtual Classroom Link and Create Group Links.

The "Course Tools" area is where you will find all of the items from the prior Blackboard 8 plus some of the items from the "Assessment" area. The new items that you will find are Blogs, Contacts, Journals, Self and Peer Assessment and Tests, Surveys, and Pools. "Contacts" is the renamed "Staff Information" area and the "Tests, Surveys, and Pools" is the old "Test Manager", "Survey Manager", and "Pool Manager."



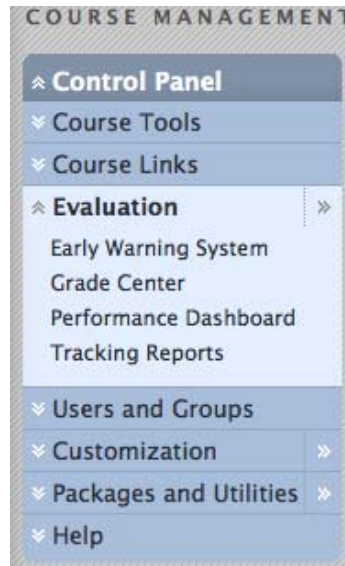
The “Course Options” area has been split into two different sections in Blackboard 9, “Customization” and “Packages and Utilities.”

“Customization” has all the course design and settings options while “Packages and Utilities” is solely for



Course. The “User Management” has changed and become “Users and

Groups”



Course Copying, Exporting/Archiving Courses, Importing Course Cartridges, Importing Packages, Viewing Logs, and Recycling



The “Assessment” area has become “Evaluation” and now deals strictly with Early Warning System, Grade Center, Performance Dashboard, and Course Statistics has been renamed Tracking Reports.

## How to modify your course.

### *How do I add material to a content area?*

1. Click the Edit Mode switch to “On” (this will display all content areas of the course, even those which are unavailable or have no material in them).
2. Go to the content area in which you wish to add your material (e.g., upload a syllabus).
3. Click the “Create Item” button to upload a single document (or type in text).
4. Type in your text in section 1 or Browse to the document in section 2.
5. Set options as needed and click “Submit.”
6. For folders and external links, click that option under the “Build” button menu.
7. For tests, surveys, assignments, and Safe Assignments, click that option under the “Evaluate button menu.
8. For blogs, wikis, podcasts, and document packages (zipped files of multiple documents), click that option under the “More” button menu.

### ***How do I make changes to an item I've already uploaded?***

1. Click the Edit Mode switch to "On" (this makes visible all the chevrons for item menus).
2. Click the chevron next to the item you need to modify (a long menu should pop up).
3. Click the first option, "Edit," to change information or replace a file.
4. Note that there is a "Copy" button which allows copying this item to another course space; and there is also a "Delete" option if necessary.

### ***How do I change the course menu?***

1. Click the Edit Mode switch to "On" (this makes the entire menu and all options visible).
2. Links to areas of the course which are hidden or have no content will be grayed out.
3. Click the chevron to the right of any menu item to see the options for that item.
4. Click the double-headed arrow to the left of any menu item to drag-and-drop it to a new location.
5. Click the plus sign to the left of the course title for options to add content areas or links.
6. Click the "Edit Mode" switch to "Off" when you are done to see how this looks to students.

### ***How do I send an e-mail to my class?***

1. Go to the Tools page (there is no separate Communications page any longer).
2. Click the "Send Email" tool (tools are in alphabetical order, left column then right column).
3. Pick the option which best suits your purpose.
4. Enter subject and text, attach file if needed, then click "Submit."

### ***How do I see the list of students in my class?***

1. Go to the Tools page and click the "Roster" tool.
2. In the Search bar, click the drop-down for the field showing the option "Contains" and select the last option, "Not Blank" (the name can be either first name or last name). Click "Go."
3. The "Roster" tool works better to list all students, because the "Users" page under "Users and Groups" (in the Control Panel area) does not have the "not blank" option, so one can only search for specific students.

### ***How do I access the Grade Center?***

1. Click the chevron to the left of the Evaluation sub-menu (under the Control Panel area).
2. Click the Grade Center link (the Grade Center will take a few seconds to load).
3. Click the "Create Column" button to add an item to the Grade Center.
4. Hover the mouse over the "Manage" tool button in order to see a menu of tools options, including the "Column Organization" page where you can show/hide columns, change the order in which columns appear in the Grade Center, change the sort order and many other features.
5. Click the chevron to the right of any column header to see options for that grade center item, including editing existing items, deleting columns, and options specific to certain types of columns (for example, statistics for surveys or downloading files for assignments).
6. Click in the cell for a specific student and column in order to enter a grade; click the chevron which appears on the right side of the cell for grade details or to add a comment.
7. Hover the mouse over the "Work Offline" button to see the options for downloading Excel- readable files.
8. Under "Reports," the "View Grade History" will show all changes to all student grades.
9. You can temporarily change the order of columns by using the "Sort Columns By" and "Order" options (permanent changed should be done via "Column Organization" under "Manage").
10. You can choose the number of rows to see at once by using the "Edit Rows Displayed" button.