

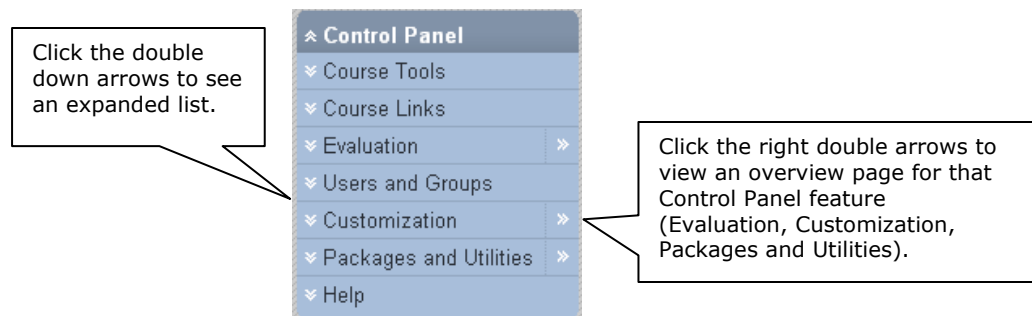
Control Panel Overview

The Control Panel and all associated items are located under the *Course Management* area. The Control Panel is not available to students; it is available to all users in the course with instructor, teaching assistant, grader and system administrator roles.

1. From the left-hand side of the screen, locate the Control Panel link.



2. If you see double down arrows, the Control Panel is not expanded. Click the Control Panel link to expand it.
3. For each area on the Control Panel, the double arrows (down and right) indicate there are more options available.



Control Panel Area Functions

Each option on the Control Panel is accessed by clicking its title. The Control Panel contains the following areas:

- **Course Tools:** links for multiple items that can be added to the course including announcements, contacts, discussion board, messages, SafeAssign, email and tests/surveys.
- **Course Links:** links to the content collection and course portfolios.
- **Evaluation:** links to the early warning system, grade center, performance dashboard and tracking reports.
- **Users and Groups:** links to users and groups.
- **Customization:** links to guest and observer access, properties, style and tool availability.
- **Packages and Utilities:** links for multiple items including check collection links and course copy/archive/import.
- **Help:** links to the user manual and tutorials.

Location of Common Control Panel Functions

Function	Control Panel Location
Announcements/ Voice Announcements	Course Tools>Announcements and Voice Announcements
Blogs	Course Tools>Configure Blog Tool
Collaboration Tools (chat and virtual classroom)	Course Tools>Collaboration
Course Archive and Export	Packages and Utilities>Export/Archive Course
Course Availability	Customization>Properties
Course Banner	Customization>Style
Course Calendar	Course Tools>Course Calendar
Course Copy	Packages and Utilities>Course Copy
Course Design (menu design, banner, tool panel and menu display options)	Customization>Style
Course Entry Point	Customization>Style
Course Import	Packages and Utilities>Import Package and Import Course Cartridge
Course Statistics	Evaluation>Tracking Reports
Digital Dropbox	Not available in version 9; Use assignments or moderated discussion board instead
Discussion Board	Course Tools>Discussion Board
Early Warning System	Evaluation>Early Warning System
Email	Course Tools>Send Email
Grade Center	Evaluation>Grade Center
List Users	Users and Groups>Users
Manage Course Menu	All changes can be made on the course menu items using the double down chevrons and the sliding menu items.
Manage Groups	Users and Groups>Groups
Messages	Course Tools>Messages
Performance Dashboard	Evaluation>Performance Dashboard
Staff Information	Course Tools>Contacts
Test/Survey/Pool Managers	Course Tools>Test, Surveys and Pools
Tool availability/Manage Tools	Customization>Tool Availability
Wikis	Course Tools>Configure Wiki Tool