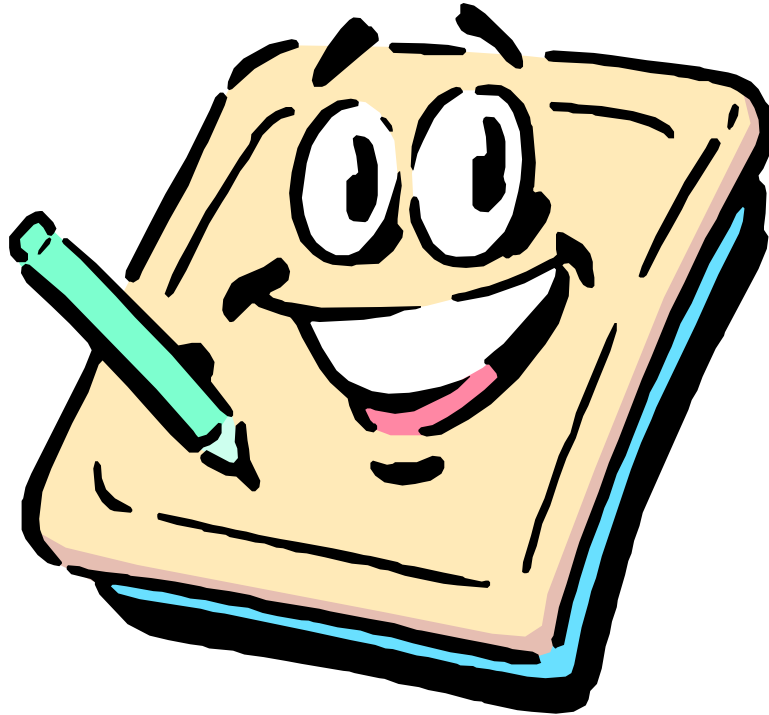


*BLACKBOARD: CONTROL PANEL*

*FOCUS: USING COURSE OPTIONS & USER MANAGEMENT*



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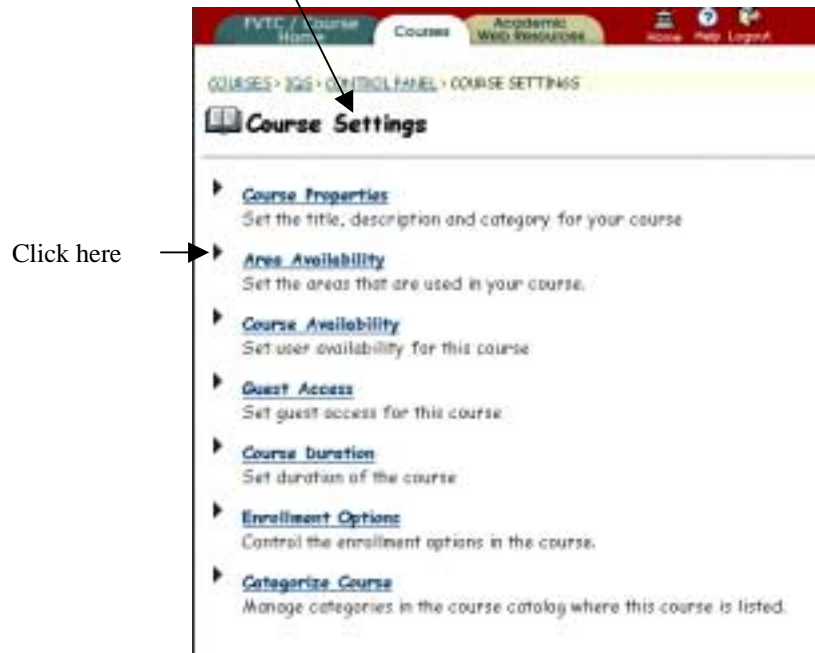
## Working with *COURSE OPTIONS* in Blackboard

### The Control Panel View

#### COURSE OPTIONS



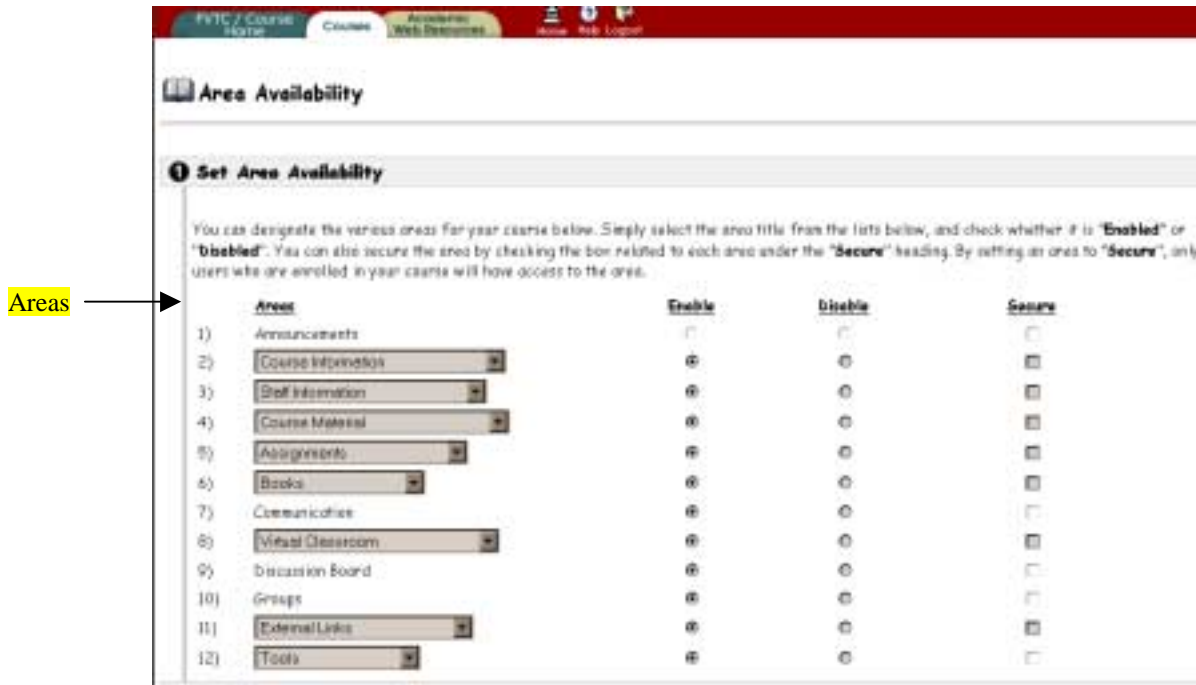
Click on **Course Settings** to open the **Course Settings Area**; then click on **Area Availability**.



**Area Availability** is the area in which you set up 2 key things for your course:

- Buttons that will show up in the course for holding information and for navigation purposes.
- Options within the *Communication* and the *Tools* buttons.

When you click on **Area Availability**, you'll open a screen with 3 areas in which you can re-set the course buttons. The first is the buttons themselves. This is the area in which you name your buttons, enable or disable them, and set security on (some of) them. It looks like this:



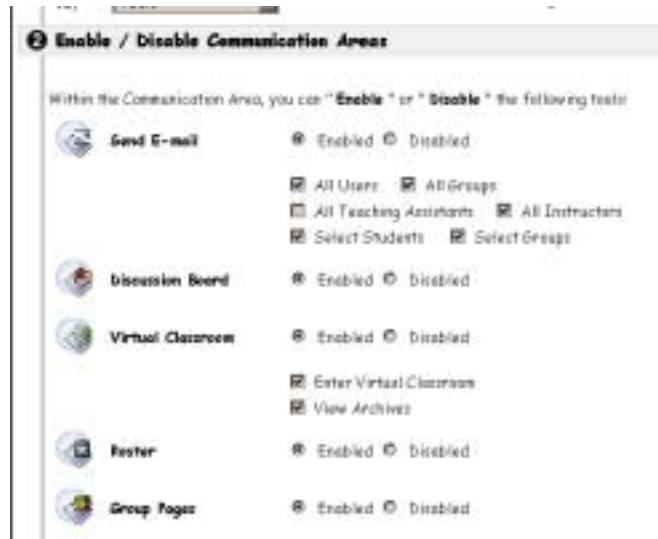
Each of the **Areas** corresponds with one of the 12 possible buttons you can show students. Buttons 2-6, 8, 11, and 12 can be re-named.

All but the **Announcements** button can be **enabled** or **disabled** (enabled means it will show on the screen when users enter the course). Click the radio button in the appropriate column to set this function. I recommend leaving Communication and Tools buttons (#7 and 12) enabled at all times. Each of these buttons contains unique, otherwise inaccessible areas of the course—both are set up in the next 2 areas of **Area Availability**.

Buttons that have a darker box showing in the **Secure** column can be set to allow or disallow guest viewing if the course allows guest access.

**Note:** You can change these settings at any time, but be careful to do little or no changing while a course is running with participants in it!

When you finish setting up your button names, visibility and security, scroll to the second area, **Enable/Disable Communication Areas**, which looks like this:



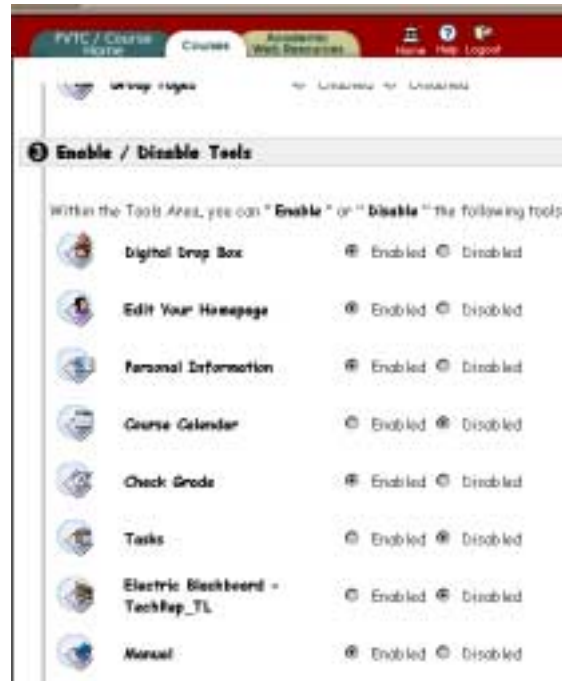
This section is where you select the options you'd like to have showing under the **Communication** button. It is the only place that students will be able to easily access e-mail and roster information for all other students in the class.

Note that this button also contains the Discussion Board, the Virtual Classroom, and the Group Pages links (to those areas inside Blackboard)—all of these can be separate, standalone buttons, so you have some flexibility in how you'd like students to get to these areas.

Each option has sub-options. For example, look at e-mail—which of those sub-options will likely be used by your class? Check only those that will be useful; uncheck all others.

If you use the Virtual Classroom (chat & virtual whiteboard function) to manage online office hours, you may want to consider unchecking "View Archives," especially if you end up meeting there with a single student and others don't need to know what was said in that chat session.

When you've finished setting your Communication button up, you have only one more button to customize, #12, Tools, so scroll on down. This area looks like this.



Once again, notice the number of options you can either make visible to students (enable) or make invisible to students (disable). Unless you plan to add items to the calendar or to set up specific projects with task priorities, you probably don't need to enable those options. You also don't need Electric Blackboard at this point in time.

*Hints:*

- Leave **Personal Information enabled**—it's where users change their passwords!
- Leave **Digital Drop Box enabled** if you intend to have students submit work in Blackboard. It's the only place they can get to the DDB.

And, last but certainly not least, is getting your changes submitted. Scroll down once more and click "Submit." Then click "OK" to confirm. To see your changes, click on the course title in the breadcrumb trail.

Once back to the Control Panel, stay with Course Options. Click **Course Images**. When the page opens, you'll see 2 options: Button Style and Course Banner.

Click on **Button Style**. Here's where you can customize the look and feel of the buttons you've just set up.

Pick a button type, a button shape, and a button style from here. Once you've selected the type and shape, if you click on "Gallery of Buttons," you'll get a web-based look at all your options. Scroll through and remember the name of the button style you like. Then close that pop-up box and use the drop-down box to locate the name of that button style.

Click "Submit" and go look at your handiwork (click on the course title in the breadcrumb trail).

**Note:** You can make changes to your buttons any time—you may not want to change things once the course begins, though.

## USER MANAGEMENT



Notice your options. You can--

- add users.
- list those users who are in the course and make minor changes to the information listed about them.
- delete users from the course.
- set up groups.

Typically, batch enrollments can be handled as they have been in the past—send your roster to Chad and he'll get people enrolled before the course begins. Then, as additional students enter or leave, use the User Management area to update your enrollments for your online course(s). Click into Add Users to see how easy it is to add information to enroll users.

Note that you need to add an **e-mail address**—a fake one will do if you don't have actual e-mail address information; just tell students to go in and update information later (Tools, Edit Personal Information).

A note of caution—if and when you delete students from your courses, you take out all information and messages that were directly related to whatever they might have put in (particularly the Discussion Board area).

A hint for groups—if you use online groups, keep them small (2-3 per group) so students can work together with the least amount of frustration. When you set groups up, each group has its own private discussion board, chat area, and file exchange area. Whatever goes on in there is available only to users listed in that group—that means if you're not a member of the group, you can't see what's happening there.