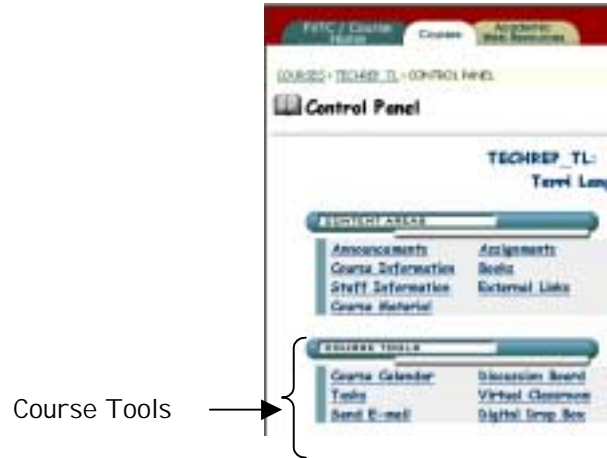


BLACKBOARD: CONTROL PANEL

FOCUS: USING COURSE TOOLS



Working with *COURSE TOOLS* in Blackboard



Course Tools

Course Tools Area	Purpose/Uses
<ul style="list-style-type: none"> ▪ Course Calendar (Accessible to students through the Tools button) 	Useful for recording important course-related events; may include things like on-campus meetings, assignment due dates, exam schedules, or guest speaker dates.
<ul style="list-style-type: none"> ▪ Tasks (Accessible to students through the Tools button) 	Can be used to organize projects (which Blackboard calls tasks), to define priorities for projects, and to track the status of projects.
<ul style="list-style-type: none"> ▪ Send E-mail (Accessible to students through the Communications button) 	Used for sending e-mail to individuals or groups in the course. Note that all users will be using their own e-mail addresses; Blackboard does not provide an internal dedicated e-mail function.
<ul style="list-style-type: none"> ▪ Discussion Board (Button--> is optional; may be renamed or made invisible; accessible through this standalone button or through the Communications button) 	Used for asynchronous discussions; can be archived and organized and allows for attachments. Uses a Forum-Thread organization format.
<ul style="list-style-type: none"> ▪ Virtual Classroom (Button--> is optional; may be renamed or made invisible; accessible through this standalone button or through the Communications button) 	Used for synchronous (real time) discussions; also known as "chat." Could be used for online office hours; guest speakers and subject matter experts; discussions are archived. Includes a virtual white board.
<ul style="list-style-type: none"> ▪ Digital Drop Box (Accessible to students only through the Tools button; accessible to instructors only through the Control Panel) 	Used by students and instructors for exchanging files (submitting and sending work back).