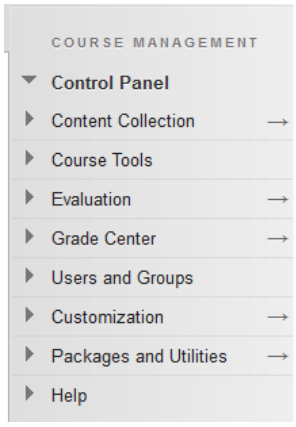
The Control Panel

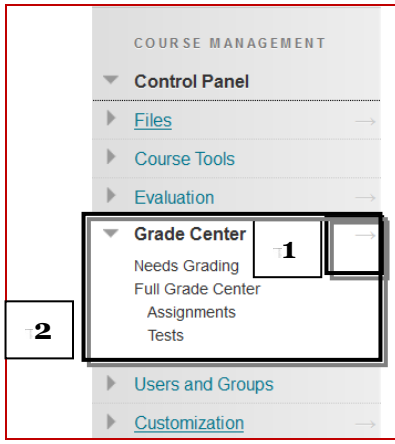
Course Management is administered through the **Control Panel,** located below the menu bar:



Content Collection	Course file storage. This feature allows instructors to upload, download, store and manage folders or documents in one central location in their course.
Course Tools	Course tools such as Announcements, Email, Discussion Boards and more can be accessed here.
Course Links	Links to course tools and content within a course.
Evaluation	Tools for tracking performance.
Grade Center	Access to the Blackboard gradebook
Users and Groups	Options to create and administer course users and groups.
Customization	Change course availability, tool availability, and course appearance.
Packages and Utilities	Options to import, export, copy, and archive the course.
Help	Support, videos and online documentation.

Secondary Menus on the Control Panel

Many of the menus on the Control Panel have secondary menus that may be quickly access with one click.



1. Click on the **arrow** → to the right of the menu, and the all of the menu options will open in a separate window on the right
2. Click on the **Grade Center link,** and the submenus *Needs Grading* and *Full Grade Center* open.