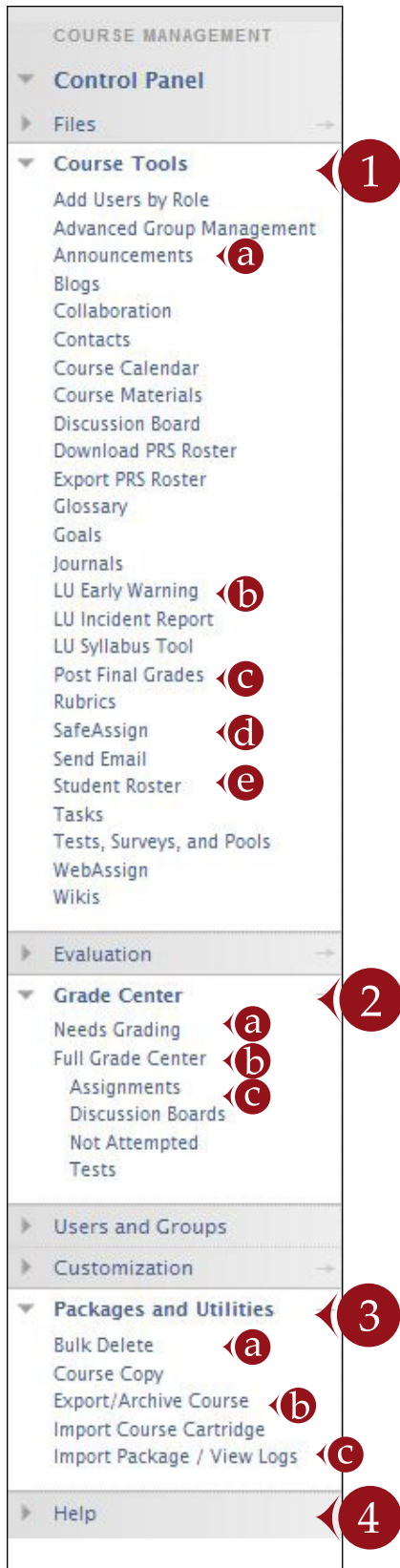


# Navigating Blackboard 2: The Control Panel



## 1. Course Tools

- a. Advanced Group Management allows the instructor to assign and group students.
- b. LU Early Warning allows instructors to send students automated messages containing academic and personal resources.
- c. Post Final Grades opens a tool bar which will allow the instructor to add final grades and send them to the registrar's office.
- d. SafeAssign opens the menu for SafeAssign submissions. Instructors may view and download SafeAssignments from this menu.
- e. Student Roster opens the course roster and allows the instructor to post class attendance.

## 2. Grade Center

- a. Needs Grading will open the Needs Grading menu, which contains all ungraded student work.
- b. Full Grade Center will open Blackboard's grade book area.
- c. Assignments and Test will open the grade center items corresponding to the assignment and test categories.

## 3. Packages and Utilities

- a. Bulk Delete will remove all content and data from the course.  
NOTE: DO NOT USE BULK DELETE.
- b. Export/Archive Course allows the instructor to back up course content.
- c. Import Package/View Logs allows the instructor to restore course content, and view import logs.

## 4. Help

- a. The Help link provides Blackboard resources for the instructor.