

TCC INSTRUCTOR VIEW (TCC INSTRUCTOR VIEW) > CONTROL PANEL **1**

TCC_INSTRUCTOR_VIEW: TCC_Instructor_View - Diane Tarkowski (Instructor)

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1. Follow this trail of “bread crumbs” to return to where you were before.
2. Add syllabus, readings, rubrics, research materials in the **Content Areas**.
3. **Assignments** are a way for students to electronically submit their work.
4. Add an **Announcement**.
5. The **Digital Dropbox** is a file exchange repository.
6. Post your office hours, phone number and email in **Staff Information**.
7. Share favorite websites with students using **Blackboard Scholar**.
8. Build a **Discussion Board**
9. Create, modify or hide navigation buttons using **Manage Course Menu**.
10. Make your course “Available” to students or change button color & design via **Manage Tools**.
11. Click **List/Modify Users** to view all students in your class and their data.
12. Create small groups for peer review or projects in **Manage Groups**.
13. Create online homework, reviews, quizzes and tests in **Test Manager**.
14. Track/manage student grades and create reports in the **Grade Center**.
15. Use the **Performance Dashboard** to track how well students are doing.
16. Create a pool of questions in the **Pool Manager** to use in other courses.
17. Create rules to warn of problem areas in the **Early Warning System**.
18. Track online activity in **Course Statistics**.
19. For more information, contact **blackboard@depaul.edu**
20. Short clips that demonstrate key features and functionality can be found in **Quick Tutorials**.