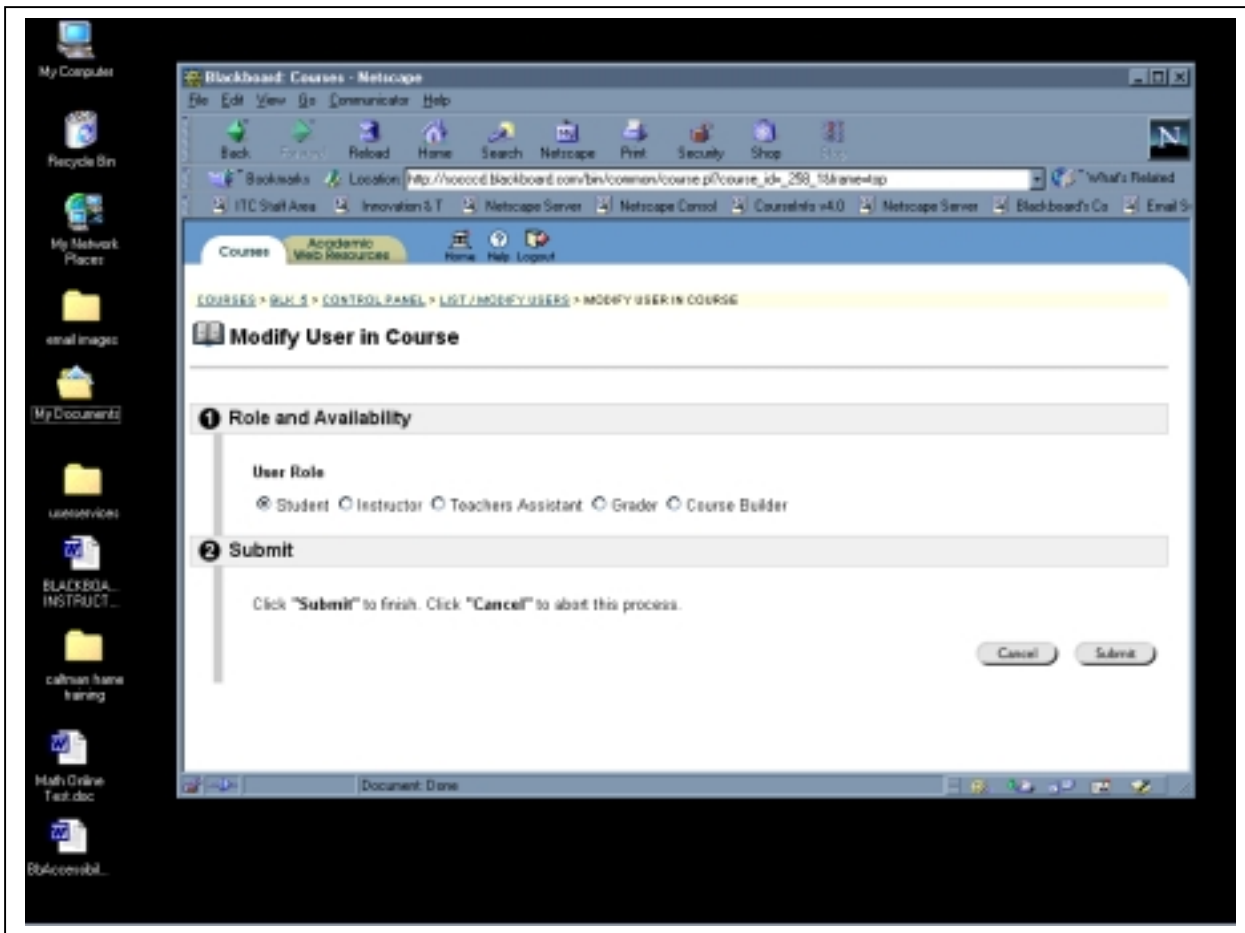
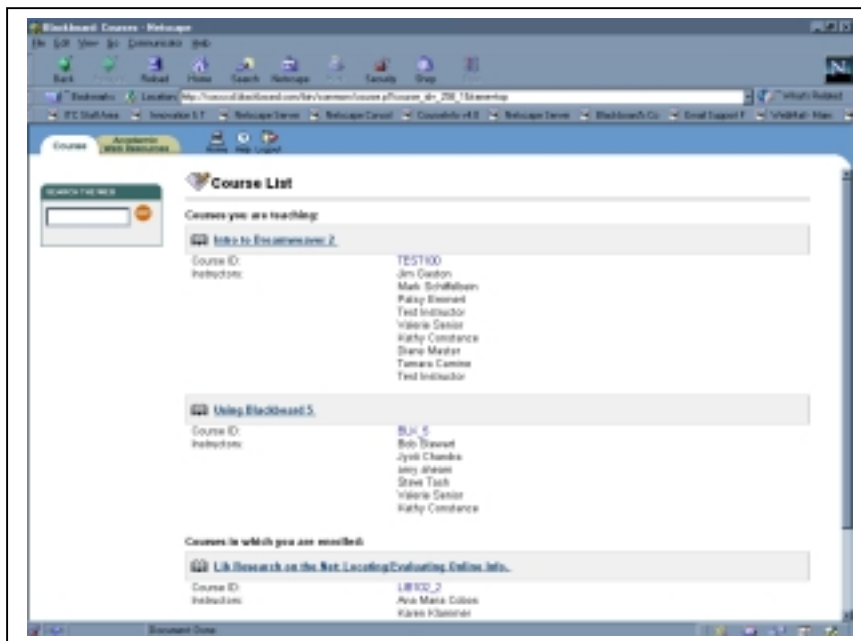


Section 1. Role & Availability



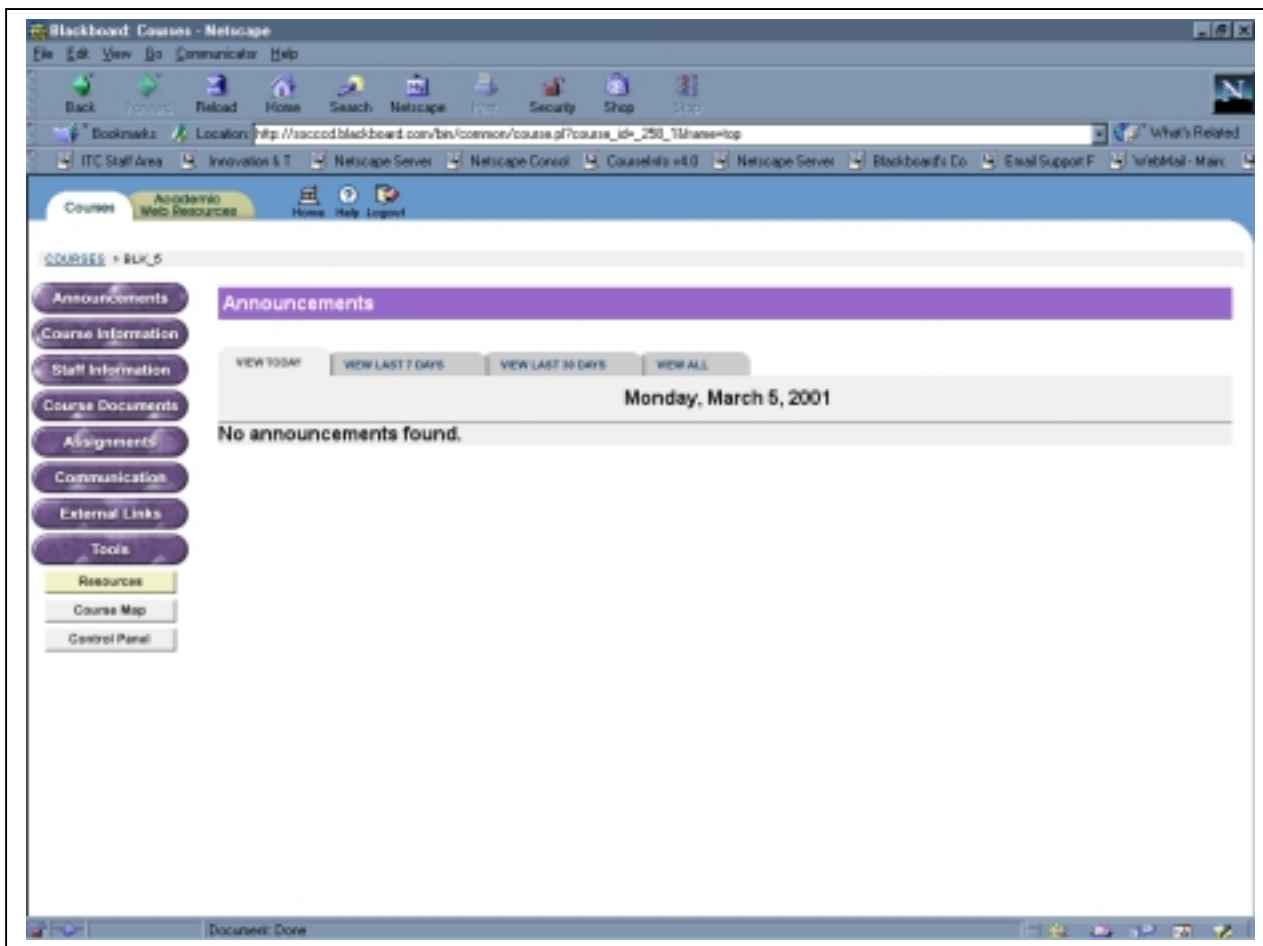
1. **Teacher's Assistant** - has control of **ENTIRE** course except for "Course Marketing" section.
2. **Grader** is able to view all areas under "Assessments" only.
3. **Course Builder** - user is able to add content to the course through the "Content" areas and the "Course Tools" area on the Instructor "Control Panel."

Section 2 - Course Listings

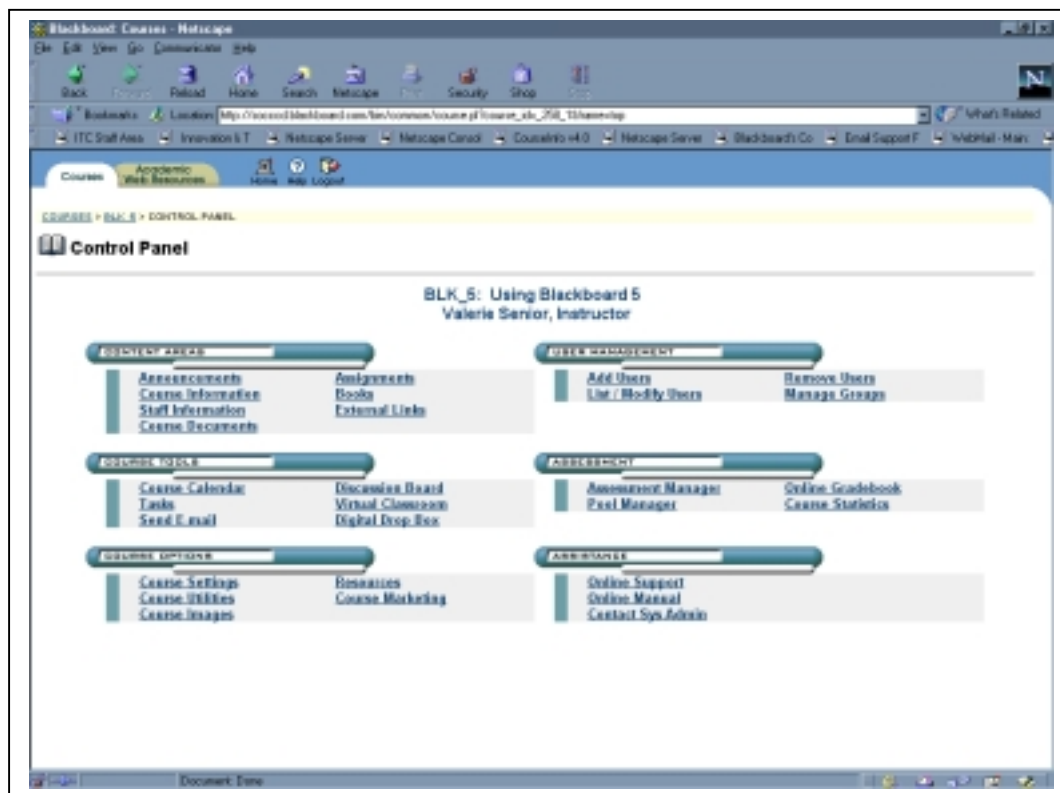


- a. Shows course teaching
- b. Show courses enrolled in

4. Section 3 - Control Panel



Click on "Control Panel," and you'll see the next screen



A. Announcements

Click "Add Announcement" in the upper left corner of your screen

Put in your text.

Click "Submit"

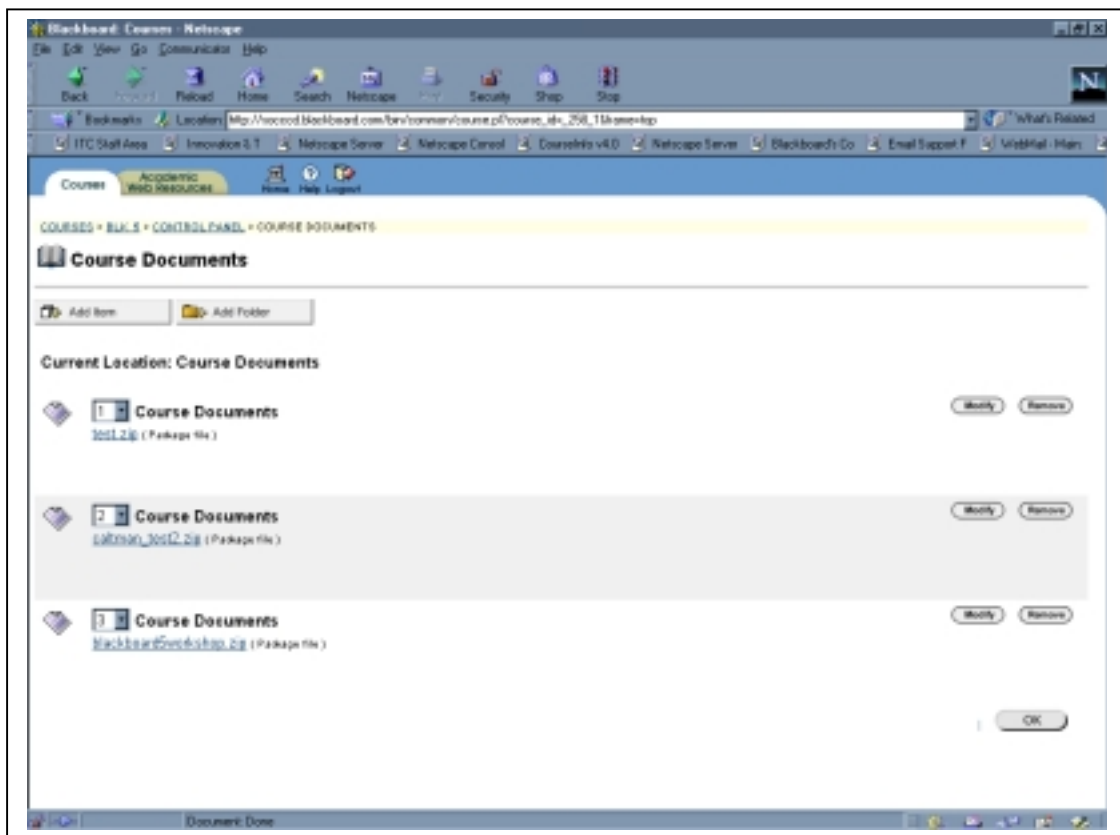
(be sure to select whether you want it to show on the main page always)

B. Course Information

First you'll want to "Add Folder"

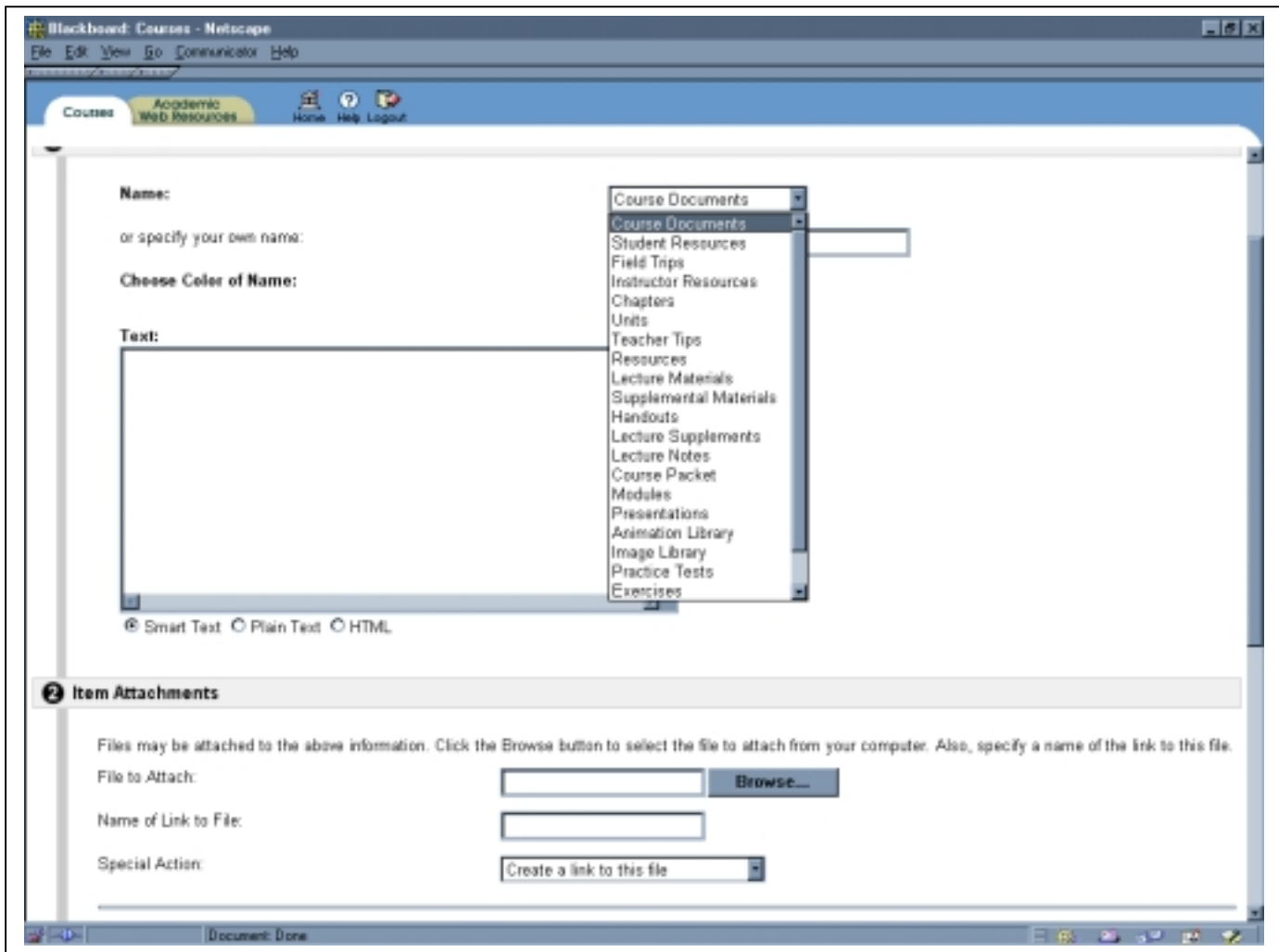
USE PAGE 71

C. Course Documents (THE MEAT AND POTATOES OF THE COURSE)



To add documents:

Click on "Add Item"



Choose the category you'd like to place it under
Or create your own category.
Choose a color for your description
Add your description text

Special Actions - This is a very important section to keep in mind.

Create a link - lets you hyperlink out to a file
Display media file with in this page - allows the media to be viewed within Blackboard frames
Unpackage this file - This allows for you to upload a zip file or other media such as Powerpoint presentations.

