

# Academic Technology Services

## Overview

All course administration is done through the Course Control Panel. Access to the Course Control Panel is located under the course links or buttons, and only appears to users with privileges to manage some aspect of the course.



The Course Control Panel is comprised of six areas:

Content Areas	
<a href="#">Syllabus</a>	<a href="#">External Links</a>
<a href="#">Course Documents</a>	<a href="#">Tests</a>
<a href="#">Assignments</a>	

Course Tools	
<a href="#">Announcements</a>	<a href="#">Discussion Boards</a>
<a href="#">Course Calendar</a>	<a href="#">Send E-mail</a>
<a href="#">Staff Information</a>	<a href="#">Collaboration</a>
<a href="#">Tasks</a>	<a href="#">Digital Drop Box</a>

Course Options	
<a href="#">Manage Course Menu</a>	<a href="#">Import Course Cartridge</a>
<a href="#">Archive Course</a>	<a href="#">Import Package</a>
<a href="#">Recycle Course</a>	<a href="#">Resources</a>
<a href="#">Manage Tools</a>	<a href="#">Course Copy</a>
<a href="#">Settings</a>	<a href="#">Export Course</a>

User Management	
<a href="#">List / Modify Users</a>	<a href="#">Remove Users from the Course</a>
<a href="#">Enroll User</a>	<a href="#">Manage Groups</a>

Assessment	
<a href="#">Test Manager</a>	<a href="#">Gradebook</a>
<a href="#">Survey Manager</a>	<a href="#">Course Statistics</a>
<a href="#">Pool Manager</a>	

Support	
<a href="#">Support</a>	
<a href="#">Manual</a>	
<a href="#">Contact System Administrator</a>	

1. **Content Area:** This area provides the tools necessary to add text, files, and information into a course.
2. **Course Tools:** This area contains the communication tools for Instructors to send email, create tasks, and work with groups.
3. **Course Options:** This area contains security and customization options for management of course components.
4. **User Management:** This area provides tools for the Instructor to manage users and enrollments.
5. **Assessment:** This area provides tools for building Assessments, recording grades, and tracking user activity.
6. **Support:** This area offers support contacts and online documentation.