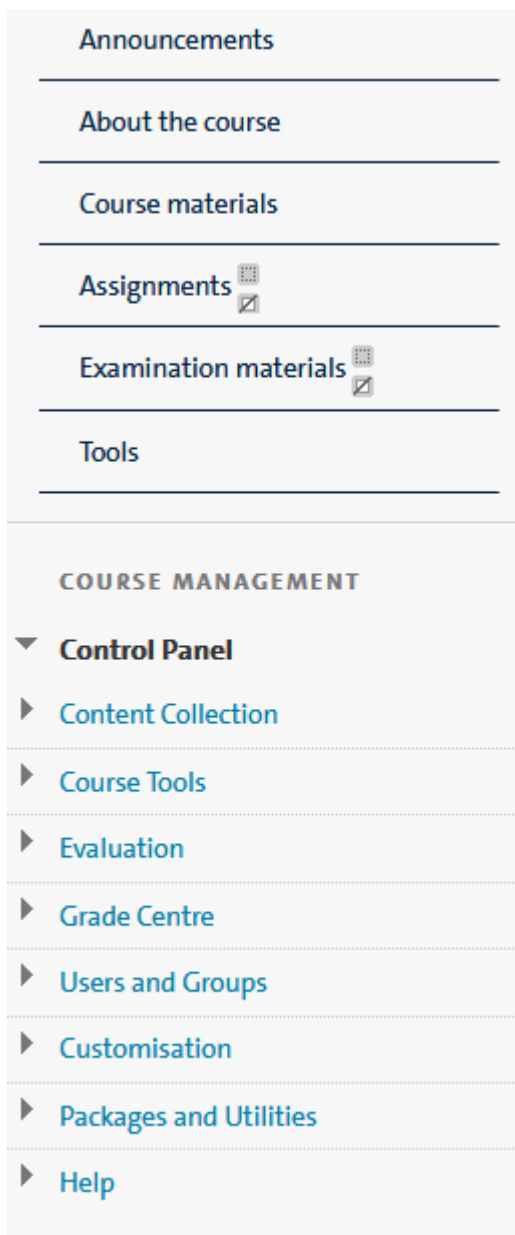


## Overview of Control Panel options

In a course where you are an instructor you see in the left margin, below the course menu, the Control Panel.



The most important options will be described here

### Course Tools

Tools can be accessed by the instructor here but also via the **Tools** item in the course menu. By default the following tools are available:

- [Announcements](#)
- [Collaborate](#)
- [Discussion Board](#)
- **My Grades:** here students will see what you have entered in the Grade Centre for them.

- [Send Email](#) : mail send form EleUM will be send to a person's UM-address.

More tools like [Blog](#), [Wiki](#) or [Journal](#) can be made available if desired. Please contact your faculty support.

Using the **Safe Assign** option an overview of all Safe Assignments in the course can be accessed as well as the Direct submit option. [Read more...](#)

### **Grade Centre**

In the **Grade Centre** all students are listed and for each gradable item a column is added automatically.

You can view and grade submitted documents and bulk download submitted assignments.

The Grade Centre has much more options, [read more...](#)

### **Users and Groups**

**Users** is to check which users are enrolled in the course and their role. Use the Search option with Non Blank and an overview of all users in the course will appear.

You can add a user but since enrollments are generated automatically from SAP data this is not normally necessary. When a student or instructor is missing, please contact your faculty support/the Education Office.

**Groups** offers the possibility to create groups within your course. Each group can have its own tools. [Read more...](#)

### **Customisation**

Under **Properties** you will find the option to make the course (un)available for students.

### **Packages and utilities**

Use **Course Copy** to copy content from your old to you new course.