

Welcome, Janet

This is what your welcome page looks like when you first open BB.

Your classes will be listed here. Click on the link for the class you want to enter.

- Tools**
- Announcements
 - Calendar
 - View Grades
 - Send Email
 - User Directory
 - Personal Information

Quick Tutorials Catalog

Learn more about the Blackboard Academic Suite through short clips that demonstrate the key features and functionality. To obtain a listing of all of the quick tutorials available for download, visit the [Quick Tutorials Catalog](#).

My Courses

Courses you are teaching:

- [Principles of Managerial Accounting \(unavailable\)](#)

Announcements
No Announcements.

My Announcements

No system announcements have been posted in the last 7 days.
No course announcements have been posted in the last 7 days.

[more.....](#)

Here is where you can change your password.

- Announcements
- Faculty Information
- Syllabus
- Content
- My Assignments
- My Tests
- Discussion Board
- My Grades
- Tools
- Learner Support
- BB Help Desk
- Control Panel**
- Refresh
- Detail View

PRINCIPLES OF MANAGERIAL ACCOUNTING > ANNOUNCEMENTS

VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

May 04, 2007 - May 11, 2007

No announcements found.

Here is the new menu for our courses.

Click here for learner support and resources. Tutorials, links to plug-ins, viewers, online orientation, and technical support information provided here.

Click on Control Panel to get into the instructor side of the course to work on adding content or changing up items.



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Accessibility information can be found at <http://access.blackboard.com>.

PRINCIPLES OF MANAGERIAL ACCOUNTING > CONTROL PANEL

ACC121-1-001-SUM07: Principles of Managerial Accounting - Janet Dengler (Instructor)

<p>Content Areas</p> <ul style="list-style-type: none"> Syllabus My Assignments My Tests Content 	<p>User Management</p> <ul style="list-style-type: none"> List / Modify Users Create User Batch Create Users Enroll User Remove Users from Course Manage Groups
<p>Course Tools</p> <ul style="list-style-type: none"> Announcements Course Calendar Staff Information Send Email Discussion Board Collaboration Glossary Manager 	<p>Assessment</p> <ul style="list-style-type: none"> Test Manager Survey Manager Pool Manager Course Statistics Gradebook Gradebook Views Performance Dashboard
<p>Course Options</p> <ul style="list-style-type: none"> Manage Course Menu Course Design Manage Tools Settings Recycle Course Course Copy Import Course Cartridge Import Package Export Course Archive Course 	<p>Help</p> <ul style="list-style-type: none"> Support Manual Contact System Administrator Quick Tutorials

Here are the Course Options that are available, we will cover all four options in this PDF.

WCCO Home Help Logout Welcome! Courses

PRINCIPLES OF MANAGERIAL ACCOUNTING > CONTROL PANEL > COURSE COPY

Copy Course

- ▶ Copy Course Materials into a New Course
- ▶ [Copy Course Materials into an Existing Course](#)
- ▶ Copy Course with Users (Exact Copy)

To copy your course into an existing course, you can click here.

OK

WCCO Home Help Logout Welcome! Courses

PRINCIPLES OF MANAGERIAL ACCOUNTING > CONTROL PANEL > EXPORT/ARCHIVE

Export/Archive Manager

Export Archive

No packages exist for this course.

You need to Archive the course several times during the semester and at the end of the semester. To start click the Archive button.

OK

WCCO Home Help Logout Welcome! Courses

PRINCIPLES OF MANAGERIAL ACCOUNTING > CONTROL PANEL > EXPORT/ARCHIVE > ARCHIVE COURSE

Archive Course

1 Course Selection

* Source Course ID ACC121-I-001-SUM07

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Hit the Submit button - keep this on either your hard drive, pen drive or other storage system.

Cancel Submit

WCCO Home Help Logout Welcome! Courses

PRINCIPLES OF MANAGERIAL ACCOUNTING > CONTROL PANEL > COURSE DESIGN

Course Design

- ▶ [Course Menu Design](#)
- ▶ [Manage Menu Display Options](#)
- ▶ [Manage Tool Panel](#)
- ▶ [Course Banner](#)

If you would like to personalize your course by inserting a banner, then click on Course Banner. I have another PDF that shows a quick way to create a banner in PowerPoint if you are interested.

OK

Course Banner

1 Select Banner

The banner appears at the top of the Announcements page.

Current banner image:

New banner image:

Remove this banner.

Click Browse to locate the file on your computer and then click Submit.

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.