



Managing Tool Availability

Blackboard has a number of **Tools** that are made available within a course by default; however they may be made unavailable if desired. In a similar manner, if an expected tool or feature cannot be located within the course, instructors should check the **Tool Availability** screen to determine whether the tool has been accidentally made unavailable within the course.

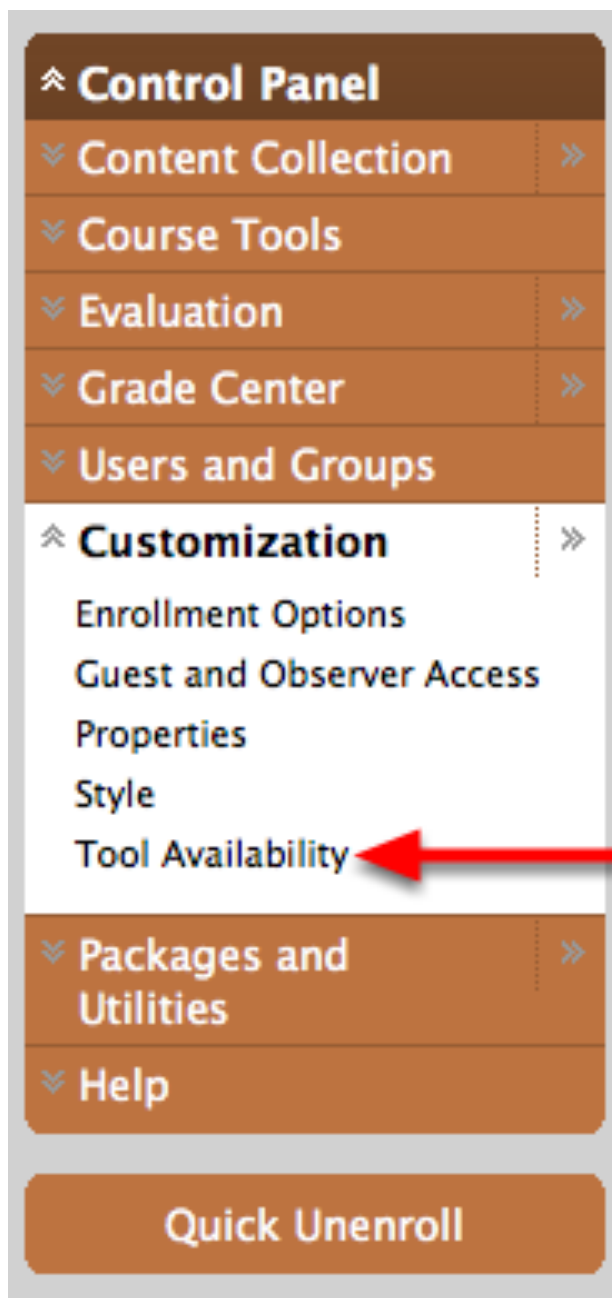
Open a Course

The screenshot shows the Blackboard interface. At the top, there is a brown header bar with the text "My Courses" and a gear icon on the right. Below this header is a white box with the text "Courses you are teaching:". Underneath, there is a blue link "Blackboard V9 Training Site" with a red arrow pointing to it from the right. Below this is another brown header bar with the text "On Demand Help and Learning Catalog" and a document icon on the right. Below this header is a white box with the text: "Learn more about Blackboard Learn through our [On Demand Learning Center](#). The On Demand Learning Center includes short, interactive video lessons called Quick Tutorials and short documents, called Getting Started Guides, designed to get you familiar with a feature in 15 minutes."

From the **Blackboard Homepage**, select a course from the **My Courses** menu.



Customization via the Control Panel




In the **Control Panel**, click **Customization** and then **Tool Availability**.



Update Tool Availability

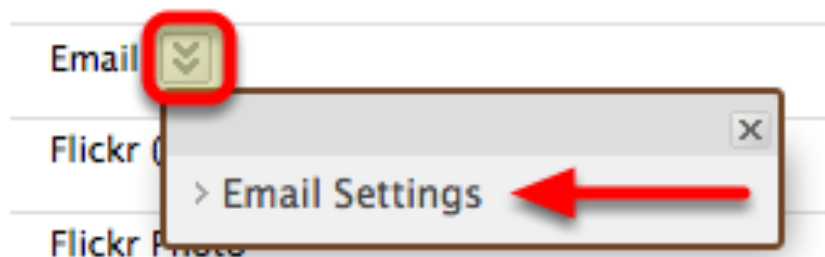
Tool Availability

Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

Tool 	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
Assignment	-	-	-	<input checked="" type="checkbox"/>
Blackboard Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
Blackboard Scholar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Blank Page	-	-	-	<input checked="" type="checkbox"/>
Blog	-	-	-	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Chalk Title Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Chat	-	-	-	<input checked="" type="checkbox"/>
Check Course Links	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

The **Tool Availability** screen will appear. Choose the **Tools** that will be available within the course by placing a checkmark in the boxes under the **Availability** column. A check means the tool is available. A checkmark in the **Available in Content Areas** column means the Instructor can place a link to that tool within a **Content Area** of the course. Not all **Tools** can be made available in **Content Areas**.

Email Settings



The **Email Settings** area has a sub-menu for specific email privileges. Click the **Action Menu** (highlighted above) to access the separate **Email Settings** menu.



Submit Your Changes



Click the **Submit** button at the top or bottom of the screen to finalize your changes.