Manage Course Tools

Blackboard courses include most available tools by default. An instructor can disable some of the course tools that will not be used in the course. By the same method, an instructor can also enable certain tools. The following describes how to manage tool availability in a course.

Manage Course Tools:

1. Login to Blackboard.
2. Select the course within which you wish to work.
3. In the “Control Panel,” select Customization, and then Tool Availability.
4. The following page shows a list of all Blackboard Course Tools. Make sure that each tool you typically use in your course has a checkmark in the “Available” and “Available in Content Area” columns. If you are unsure of what a tool does, please see the “Tools Glossary” document.
5. After finishing with your tool decisions, scroll down and click Submit.
6. All of the tools you made “Available” should now be accessible to students through the “Tools” page (if you left the default navigation button in the Course Menu) and/or to you, the instructor, through the “Tools” page and through the “Course Tools” list in the “Control Panel.”

Note: In most cases, the only changes you will need to make are in the first “Available” column. The last “Available in Content Area” column is configured by default to the settings most users require, since it governs whether the tool is available from the “Contextual Menus” on content pages. Also, you can ignore the “Visible to Guests” and “Visible to Observers” columns because Ohio University does not employ those system roles for security reasons.