

# How to Turn Tools on and Off in a Course

Blackboard is a widely used Learning Management System (LMS) that allows you to manage various course tools and settings.

## 1. Accessing Your Blackboard Course

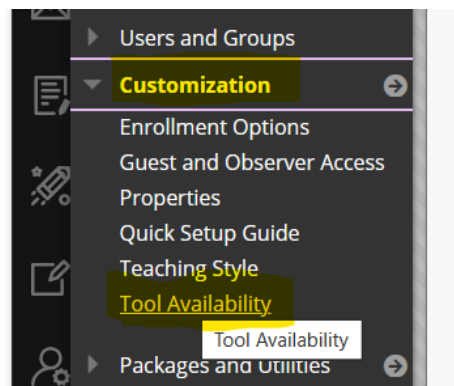
Before you can manage tools within your course, you need to access your course in Blackboard. Follow these general steps:

- a. Open your web browser.
- b. Go to the Blackboard login page provided by your institution.
- c. Log in using your faculty credentials (username and password).

## 2. Turning Tools on and Off

To enable or disable specific tools within your Blackboard course, follow these steps:

- a. After logging into Blackboard, navigate to the specific course you wish to modify.
- b. Click on the course name to access the course menu.
- c. In the left-hand menu, click on "Customization," then select "Tool Availability."




- d. You'll see a list of available tools. To enable a tool, check the box next to it. To disable a tool, uncheck the box.
- e. Click the "Submit" button to save your changes.
- f. If the tool requires additional configuration, follow any prompts or settings to set it up.

## 3. Customizing the Course Menu

You can also customize the course menu to control how tools are presented to your students. To do this:

- a. In the left-hand menu of your course, click "Customization."

- b. Choose "Tool Link" to add links to specific tools, or "Tool Availability" to manage which tools are visible in the menu.
- c. Follow the on-screen instructions to add or remove links or tools from the menu.
- d. Be sure to save your changes to update the course menu.

TOOL 	AVAILABLE	VISIBLE TO GUESTS	VISIBLE TO OBSERVERS	AVAILABLE IN CONTENT AREA
Academic Materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptive Release	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ALEKS LTI 1.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ALEKS Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apporto Virtual Lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apporto Windows Desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Cancel **Submit**