

Edge Hill University

# MANAGING BLACKBOARD COURSE TOOL AVAILABILITY

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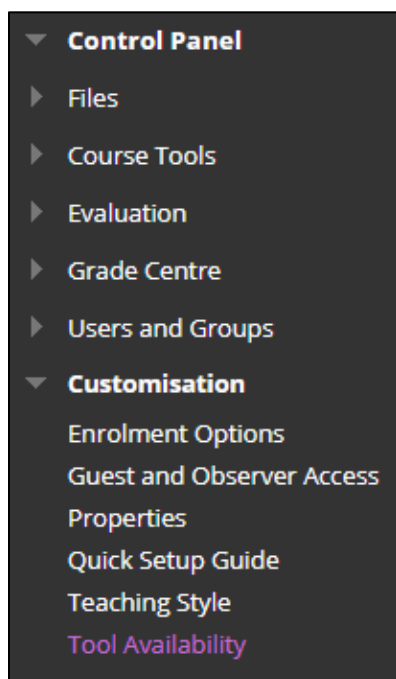
## Introduction

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Almost all tools that you will use in Blackboard are included in your courses by default.

Some tools are not enabled in a course, to reduce the number of options that people have to deal with. However, they can be added on the few occasions they are required, using this process.

In the Control Panel, select Customisation and then Tool Availability.



This opens the 'Tool Availability' page.

There are five columns on this 'Tool Availability' page.

AVAILABLE	VISIBLE TO GUESTS	VISIBLE TO OBSERVERS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Tool
  - The tool name
- Available
  - A ticked box means it is available to add to the Course Menu
  - A crossed circle means that it cannot be added to the Course Menu
  - An un-ticked box means that it isn't currently available to add the Course Menu
- Visible to Guests
  - Shows if you could use the settings on the Course Menu to make this tool available to people in the course area with the Guest role.
- Visible to Observers
  - Shows if you could use the settings on the Course Menu to make this tool available to people in the course area with the Observer role.
- Available in Content Area
  - A ticked box means it is available to add to a Content Area
  - A crossed circle means that it cannot be added to a Content Area
  - An un-ticked box means that it isn't currently available to add a Content Area