

How do I Turn Off Access to Certain Tools in My Course?

You can control which tools users of your site will have access to. If you do not intend to use certain tools, you may want to disable them. You may make them available at anytime if you change your mind. If you have granted Guests access to your site and you are told that some of your menu items are not visible to everyone, remember to check your Tool Availability settings through the steps listed below.

1. While in your Blackboard Course, click on  Control Panel.

2. Click the Manage Tools link.

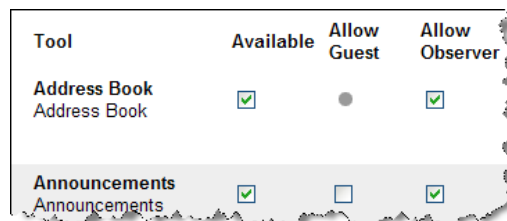


3. Click the Tool Availability link.



4. Select the appropriate options for each tool by checking or un-checking the boxes to the right of each tool.

- **Available** – Makes tool available to the course participants (students & instructors).
- **Allow Guest** – Makes tool available to guests
- **Allow Observer** – Ignore. WCPSS does not use the Observer role.



Tool	Available	Allow Guest	Allow Observer
Address Book Address Book	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Announcements Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Click the  button when you're done.

6. Click the  button.