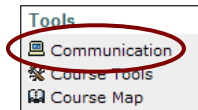


### How do I Limit Tool Access for Students in a Virtual Classroom?

You can limit what tools your users can use in your session by setting access rights. **It is recommended that you disable all tools for users, except the Ask Questions tool**, unless you want users to be able to override your actions. (ex. draw on the whiteboard, answer questions in the inbox, etc.) To set these controls:

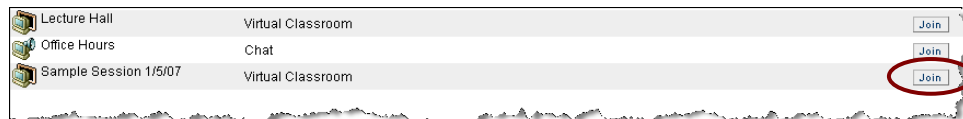
1. While in your Blackboard Course, click **Communication** in the tool box under the main menu (left of the page).



2. Click **Collaboration**.



3. Click **Join** to the right of the course tool you would like to access.



4. Click **Controls**.

5. When the Session Controls page pops up, remove checkmarks for the tools that you do not want the users to have.

	Passive User	Active User
Chat	<input type="checkbox"/>	<input type="checkbox"/>
Private Messaging	<input type="checkbox"/>	<input type="checkbox"/>
Map	<input type="checkbox"/>	<input type="checkbox"/>
Whiteboard	<input type="checkbox"/>	<input type="checkbox"/>
Group Browser	<input type="checkbox"/>	<input type="checkbox"/>
Ask Question	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Question Inbox	<input type="checkbox"/>	<input type="checkbox"/>

6. Click **OK**.

# Blackboard

## Setting Controls in Virtual Classroom

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### Breakout Sessions

Be aware that any user in a session may activate a Breakout Session, which does not have a way to limit the users' controls. If the Instructor is not invited to the Breakout Session, they will not be able to monitor activities of that session.