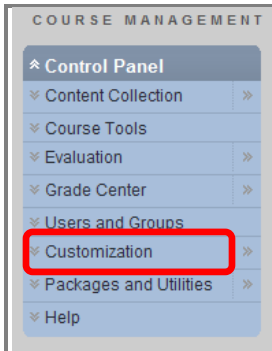


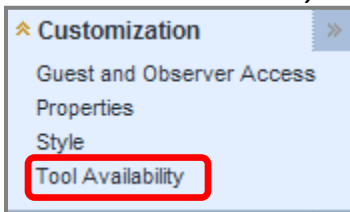
Tool & Content Type Availability

You will notice that some Tools and Content Types are unavailable until they are activated, or “turned on”, while others are available by default in all course sites. Keep in mind that you will have the ability to turn Tools and Content Types on and off based on your usage preferences within your course sites. We recommended you make Tools and Content Types unavailable if you are not using them in the course, so they do not appear to students. This prevents confusion for students and makes navigating your course streamlined.

1. Click on “Customization” in the Control Panel.



2. Click on *Tool Availability*.



3. This page lists all the Tools and Content types available for use by students in this course site.

Tool Availability

Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

Tool	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Assignment	-	-	-	<input checked="" type="checkbox"/>
Audio	-	-	-	<input checked="" type="checkbox"/>
Blackboard Scholar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Blank Page	-	-	-	<input checked="" type="checkbox"/>
Blog	-	-	-	<input checked="" type="checkbox"/>

4. Find the **Tool or Content type** to activate.
 - a. Check *Available* to make the tool available. For example, let's activate the Calendar.

Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Assignment	-	-	-	<input checked="" type="checkbox"/>
Audio	-	-	-	<input checked="" type="checkbox"/>
Blackboard Scholar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Blank Page	-	-	-	<input checked="" type="checkbox"/>
Blog	-	-	-	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

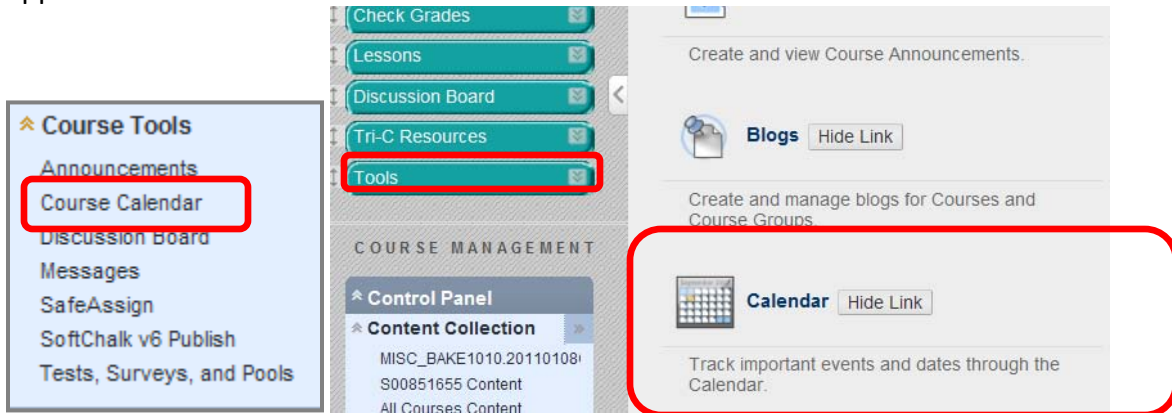
- b. To activate a content type, click on the checkboxes next under *Available in Content Area*. For example, you'll notice Blogs is a tool available in Blackboard. However, you can also use the content type, Blog, which allows you to create a blog directly from a content area in the course. Let's make Blog available as a content type.

Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Assignment	-	-	-	<input checked="" type="checkbox"/>
Audio	-	-	-	<input checked="" type="checkbox"/>
Blackboard Scholar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blank Page	-	-	-	<input checked="" type="checkbox"/>
Blog	-	-	-	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

5. Then click submit to save selections.

Cancel
Submit

- Click on the “Course Tools” button. The tool you activated will now appear as one of the options on the Course Tools menu. You’ll notice that the Calendar tool you activated now appears to students.



- Click on any content area. For example, let’s click on Lesson. You can see the option to add the Interactive Tool, blog, is available directly within the content area.

