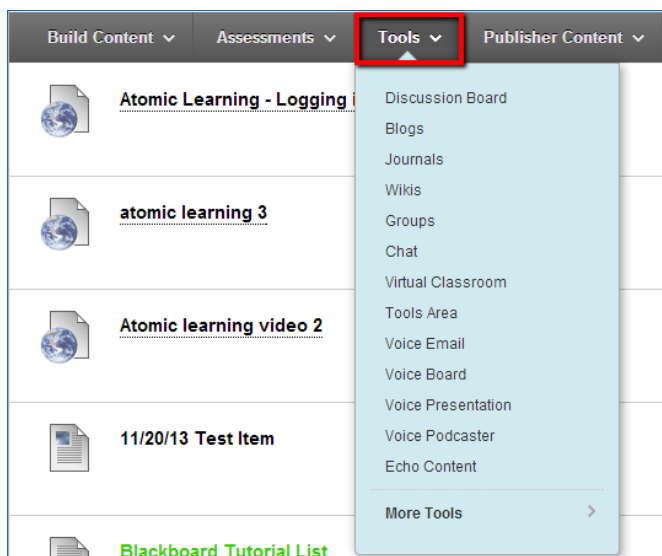


## Adding Content: Interactive Tools

The **Tools** menu button adds links to various communication and collaboration features, including Blackboard Collaborate Voice Authoring. (See the *Discussion Board and Communication Tools tutorials* for instructions on adding and managing Discussion Boards, Blogs, Journals and Wikis. See also the *Group Management tutorials* for instructions on adding and using groups within Blackboard and providing tools for those groups.)



- Create a link to a Forum on the Discussion Board.
- Set a link where students can access the class Blog. Also allows the creation of new Blogs.
- Set a link where students can access their Journal. Also allows the creation of new Journals.
- Set a link where students can access the class Wiki. Also allows the creation of new Wikis.
- Set a link where students can access an assigned group. Also allows the creation of new groups.
- Create a Chat room for students.
- Set up A Virtual Classroom where users may engage in a real-time discussion with other users.
- Add the Voice Email tool, Voice Board, Voice Presentation, or Voice Podcaster tool.
- Add content from Echo 360.

## Tool Availability

The Tool Availability page is used to control what types of tools can be used in the course, as well as which users have access to those tools. Available tools are listed alphabetically in the Tool Availability table. The table is divided into columns:

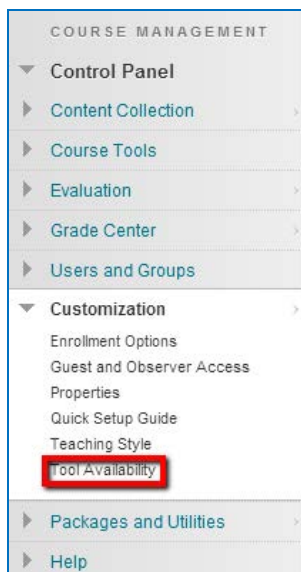
- **Available:** The tool is available throughout the Course and open to all users that have a role permitting the use of the tool.
- **Visible to Guests:** The tool is visible (read-only), but not usable to Guests when Guests are permitted in the course.
- **Visible to Observers:** The tool is visible (read-only), but not usable to Observers when Observers are permitted in the course.
- **Available in Content Areas:** An Instructor can place a link to a tool in one or more Content Areas of the Course.

Tools with a checkbox in a column can be made available by selecting the checkbox or unavailable by clearing the checkbox. Tools with a grayed checkbox (  ) in a column have been turned off by the system administrator. Tools with a null symbol (  ) in a column do not have availability settings in the system that can be changed.

In the Tool Availability table, you will only need to make tools available for **Available in Content Area**. It is suggested that you make all of the tools available so that you have the opportunity to use all of the tools offered.

To set all tools to be **Available in Content Area**:

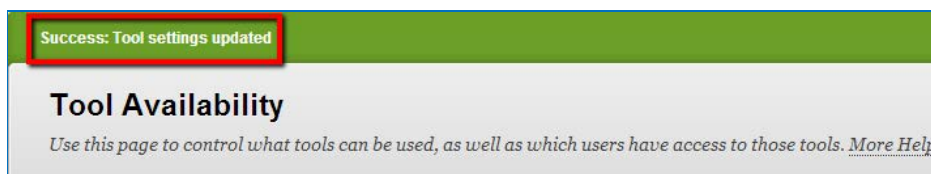
1. From the Control Panel, click **Customization**, and select **Tool Availability** from the drop-down under Customization.



- You now see the Tool Availability page. You will use this page to control what tools can be used. It is best to make all tools available in the **Available in Content Area** section. To make the tools available, select the checkbox. You should have a check mark in all checkboxes listed under **Available in Content Area**. Once you have finished making your selections, click **Submit**.

Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Test Student	<input checked="" 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"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Atomic Learning Videos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Basic LTI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic LTI Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blackboard Collaborate Voice Authoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate Voice Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate Voice Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Collaborate Voice Podcaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blackboard Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blank Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After clicking **Submit**, you will see a “Success: Tool Setting Saved” message at the top of the page in green.



You can explore some other options in the **Customization** section of the Control Panel:

- Enrollment Options
- Guest and Observer Access
- Properties
- Quick Setup Guide
- Teaching Style (for customizing the look of the Course Menu, among other options)