

## Customization: Setting 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.

In general, the UST Blackboard administrators keep Guest and Observer access turned off, so those two columns are hardly relevant. Also, quite a few items marked as **Available in Content Areas** are still unavailable to instructors because the administrators have not enabled their associated Building Blocks.

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 that column.

In the Tool Availability table, for tools designed for use by students, you will only need to make tools **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. The Add Test Student tool is an example of one that is not designed for use by students; like the Manage Users tool, it has a checkbox in the **Available** column which cannot be unchecked, and a null symbol under **Available in Content Area**. Note that, after you have added these tools within a course, if you uncheck the **Available in Content Area** checkbox, those items previously added will remain available in their respective content areas.

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** column. To make a tool available, select the checkbox. There is no single checkbox at the top or bottom of any column to check or uncheck all boxes at once. Once you have finished checking any or all the checkboxes, click **Submit**.

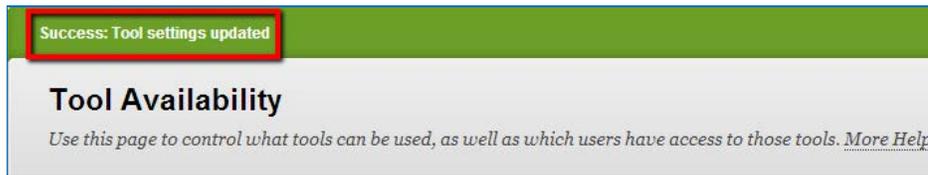
**Tool Availability**  
 Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)

Filter by: ▾

Cancel 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 settings updated” message at the top of the page in a green bar.



## The Filter By Menu

On the Tool Availability page, use the **Filter By** menu on the action bar to show only certain tools:

- **Available Tools:** Only those tools with the checkbox under **Available** currently checked.
- **Guest Tools:** Tools of use to those enrolled with the Guest role—i.e., auditors not receiving a grade. These are primarily communication tools such as Announcements and three Blackboard Collaborate tools. This role is mostly disabled on UST’s Blackboard system.
- **Observer Tools:** Tools of use to those with Observer duties for one or more students, including the Calendar, Email, and My Grades, and Roster. This role is also mostly disabled on UST’s Blackboard system.
- **Content Type Tools:** Only those tools with a checkbox in the **Available in Content Area** column where students can see them, whether those checkboxes are currently checked or not. These are tools that an instructor can add to a content area if the necessary Building Blocks are installed and enabled.
- **All Tools:** Use this to unfilter the list and display all the rows.