Blackboard 9.1 Setting Tool Availability

The Tool Availability page is used to control what 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** – The Instructor can place a link to a tool in one or more Content Areas of the Course.

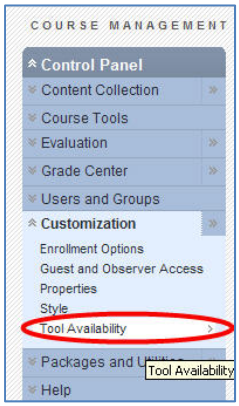
Tools with a check box in a column can be made available by selecting the check box and made unavailable by clearing the check box. Tools with a grayed checkbox in a column have been turned off by the system administrator. Tools with a dash (-) in a column do not have availability settings in the system 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.

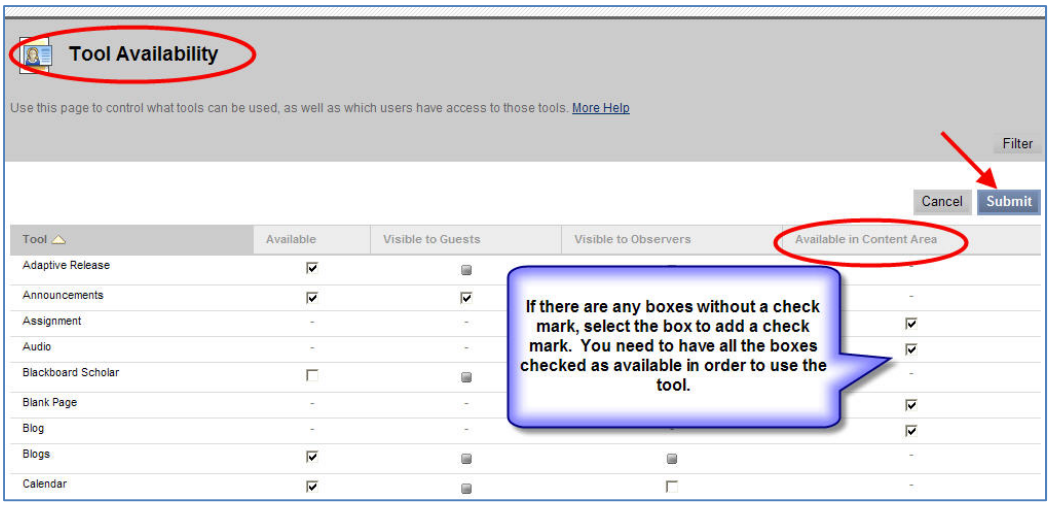
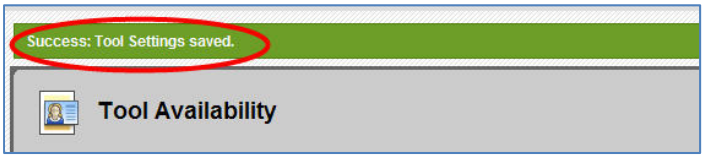
To set all tools to be available in the "Available in Content Area":

1. From the Control Panel, click Customization.

2. Click Tool Availability from the drop down under Customization.



3. 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 check box. You should have a check mark in all check boxes listed under "Available in Content Area". Once you have finished making your selections, click Submit.



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