

Hiding Tools from the Course Menu

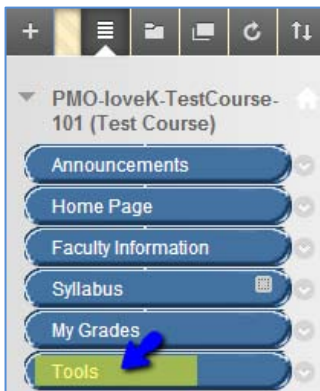
Creating & Managing Content

On your course menu, the Tools button links to a page listing links to all the Blackboard tools available to you and students in the course. Because you may not be using many of these tools, it is **good pedagogy** to review the tools on this page and hide what you are not using from students view. In this way, you help direct students towards using the resources you expect them to use and minimize confusion.

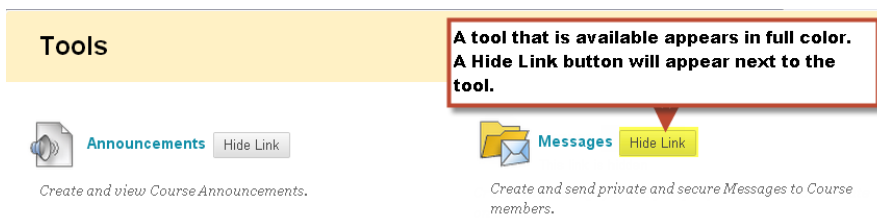
For example, if you want to receive communications from students using *only* Blackboard's E-mail tool, be sure to turn off the *Messages* tool on the Tools page.

Instructors can hide specific tools that will NOT be used by students in a course through this process:

1. On the **COURSE NAVIGATION MENU**, click the **TOOLS** menu button.



2. On the Tools page, review the list of tools and determine what you would like students to see on this page. Click the **HIDE LINK** button next to a tool to hide the tool. There is no "Submit" button, the changes are saved and applied immediately.



Similarly, clicking a **SHOW LINK** button next to a hidden tool makes the tool available to students.

