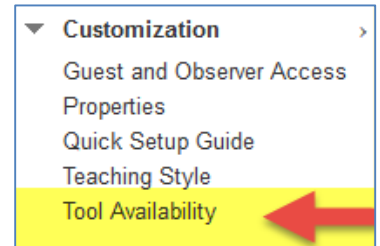# CHANGING TOOL AVAILABILITY

Blackboard Learn

Instructors can change the availability of certain tools to students at the course level in Blackboard through their course's control panel. This means that the tool will not be available for anyone to use in the course. Follow these instructions to check or adjust a course tool's availability.

1. When you are in the course, scroll down to the course's **CONTROL PANEL** and expand the **CUSTOMIZATION** menu. From the list of links, click on **TOOL AVAILABILITY**.

2. This will take you to the **TOOL AVAILABILITY** page. On this page, a list of all the course tools and columns containing specific availability options will appear. Different tools have different options for visibility to guests or observers and availability in content areas.

Tools with a gray "no" symbol ⊘ in a column have been turned off by the system administrator under specific conditions. For example, the *Achievements* tool will never be visible to observers, but is available for use in the course by the instructor and can be viewed by students.

If a selectable checkbox appears in the tool's corresponding columns, the tool's availability can be modified!

3. To make changes to the availability of a tool, check or uncheck checkboxes for the tool underneath the **AVAILBLE** and **AVAILABLE IN CONTENT AREA** columns where applicable. When you are done, click **SUBMIT**.

Tool △	Available	Visible to Guests	Visible to Observers	Available in Content Area
Wikis	⊘	⊘	⊘	☑
WileyPLUS	☐	⊘	⊘	⊘
WileyPLUS	⊘	⊘	⊘	☑
YouTube Video	⊘	⊘	⊘	☑
YouTube Video (in Text Editor)	☑	⊘	⊘	⊘

Cancel   **Submit**

4. A confirmation status will appear on your screen, indicating the modifications to tool availability have been applied.

Success: Tool settings updated

Tool Availability