

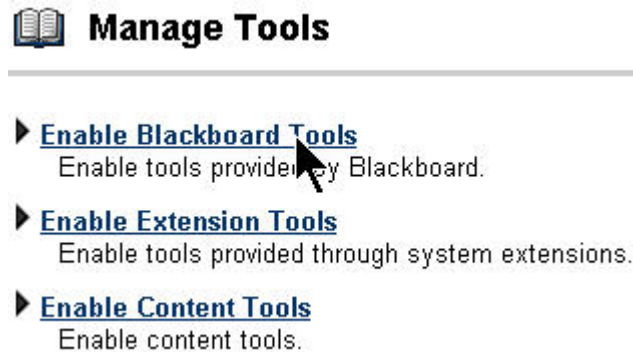
Managing Course Tools

This tutorial is to show you how to enable different Blackboard tools for your course.

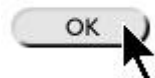
- 1 To change tool options, click **Manage Tools** under **Course Options**.




- 2 Click on **Enable Blackboard Tools**.



- 3 Then click **OK**.



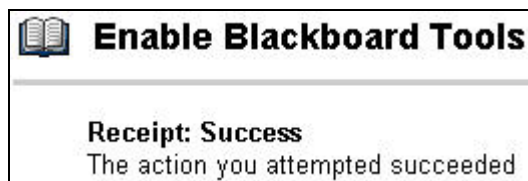
- 4 Click on the tools that you would like to enable.

 Enable Blackboard Tools			
Tool	Enabled	Allow Guest	Allow Observer
Calendar Calendar	<input checked="" type="checkbox"/>	n/a	n/a
Collaboration Collaboration	<input checked="" type="checkbox"/>	n/a	n/a
Communications Area Communications Area	<input type="checkbox"/>	n/a	n/a

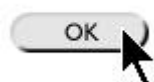
- 5 After the changes have been made, scroll down and click **Submit**.



- 6 The **Receipt** shows the changes have been made.



- 7 Click **OK**.



- 8 Then click **OK** again to return to the **Control Panel**.

