

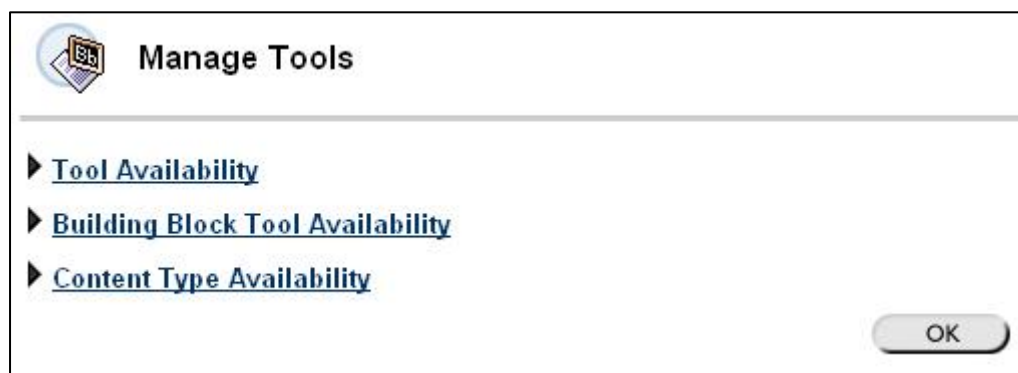
Each shell within Blackboard comes equipped with a large collection of course tools, building block tools and content types. The abundance of items and their visibility, whether utilized or not, can sometimes contribute to confusion for both the instructor and students within a particular course. This tutorial address management of the toolset including how to enable and disable various tools as desired.

Two types of tools, “Tools” and “Building Block Tools,” as well as a set of “content types” exist in every course.

1. To access management of the tools and content types, enter the course control panel and click **Manage Tools** in the Course Options box.



2. The **Manage Tools** screen appears next with three options; **Tool Availability**, **Building Block Tool Availability** and **Content Type Availability**.



3. Clicking any of the three choices will yield a screen containing a lengthy list of items as well as a column labeled **Available**. To hide a tool, uncheck the box, scroll to the bottom of the screen and click the **Submit** button.

Tool	Available	Allow Guest
Bb Server Info Bb Server Info	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Repeat steps 2 and 3 above as needed to disable/hide tools and content types as needed. Hiding 'unused' tools from view by making them unavailable can help alleviate confusion among students and focus their attention on those tools that are in use.

**NOTE:** The process described in the previous steps does **not** delete a tool from a particular course. Rather, it hides it from view. In the case of **content types**, hidden items of the hidden content type are no longer available to be placed within a course. However, existing items of this type remain unchanged. For example, if the 'Assignment' content type was set to 'unavailable' this type of content would no longer be available for adding to a course. Previously created assignments within the course would remain.