Managing Tool Availability

The instructor determines which tools will be available to students in the course. If you do not wish to use certain tools in your class, they can be hidden from student view.

1. Enter the course and make sure **Edit Mode** is **ON**.

2. In the Course Management area of the Control Panel, click **Customization** to view the expanded menu.

   **NOTE**: Clicking the chevrons to the right of the word **Customization** will display the expanded Customization menu in the main frame area (see screenshot on right), rather than as an expanded inline menu.

3. Click **Tool Availability**.

4. The Tool Availability screen (see next page) will appear. Choose the **tools** that will be available within the course by placing a checkmark in the boxes under the Availability column. A check means the tool is available.

   **NOTE**: This screenshot does not show the entire tool list.

   **NOTE**: The Email settings area has a sub-menu for specific email privileges. Click the chevrons to access the separate Email Settings menu.
5. After making the desired tool settings, click the **Submit** button located at the top or bottom of the page.

**NOTE:** To make any of the tools available (or unavailable) during the term, return to this area, check the appropriate boxes and click Submit.