

Blackboard Course Design – Tools

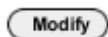
INTRODUCTION

Blackboard has several tools available to instructors and students such as:

- **Digital Drop Box:** may be used to transfer files between student and instructor.
- **Edit Your Homepage:** may be used by students to create a homepage with information about themselves.
- **Personal Information:** may be used by students to update their Blackboard password.
- **Calendar:** may be used by the instructor to post announcements and due dates. Students may also use it as a personal calendar.
- **View Grades:** may be used by students to check their grade if the instructor is using Blackboard's online gradebook.
- **Student Manual:** is a help resource center for students.
- **Tasks:** may be used to post assignments and their priority. Students can enter their progress for the instructor to check.
- **Electric Blackboard:** may be used as a place to store notes in Blackboard.
- **Address Book:** may be used by students to store email addresses.

ENABLE/DISABLE TOOLS











1. Click the Modify button to the right of Tools (Tools Area).



2. You have the option of renaming the area and setting guest access and area availability.
3. Choose Available to the right of each tool you intend to use in your course, and Unavailable for each tool you do not intend to use.

2 Tools Availability

Tool availability:

	Address Book	<input type="radio"/> Available	<input checked="" type="radio"/> Unavailable
	Calendar	<input type="radio"/> Available	<input checked="" type="radio"/> Unavailable
	Digital Dropbox	<input checked="" type="radio"/> Available	<input type="radio"/> Unavailable
	Glossary	<input type="radio"/> Available	<input checked="" type="radio"/> Unavailable
	Homepage	<input checked="" type="radio"/> Available	<input type="radio"/> Unavailable
	My Grades	<input checked="" type="radio"/> Available	<input type="radio"/> Unavailable
	Personal Information	<input checked="" type="radio"/> Available	<input type="radio"/> Unavailable
	Tasks	<input checked="" type="radio"/> Available	<input type="radio"/> Unavailable
	The Electric Blackboard	<input checked="" type="radio"/> Available	<input type="radio"/> Unavailable
	User Manual	<input checked="" type="radio"/> Available	<input type="radio"/> Unavailable

4. Click the Submit button to save your changes.

Submit