

Enabling/Disabling the Communication Tools in my Course

If you decide to utilize the Communication area, you can choose to **enable** or **disable** certain tools within the Communication area. Setting a Communication tool to enabled or disabled, adds or removes that feature from your Blackboard course. If you will not be using certain communication tools, such as the Discussion Board or the Virtual Classroom, you can elect to disable the tool.

Step 1: Click on the “**Control Panel**” button (at bottom left of screen).

Step 2: Click the **Manage Course Menu** link in the *Course Options area* of the Control Panel.



Step 3: Click on Modify beside Communication



Step 4: Make your choices according to the figure below:

Southwestern College
Blackboard
SUMMER 2008

MY WELCOME PAGE MY SWC COURSES FACULTY SUPPORT MY ORGANIZATIONS ONLINE LIBRARY WEB ADVISOR System Admin

LESSON BASED COURSE TEMPLATE (99FA_TEMPLATE_102) > CONTROL PANEL > MANAGE COURSE MENU > UPDATE AREA: COMMUNICATION

Bb Update Area: Communication

1 Set Area Properties

Type
Name:
Suggested maximum 18 characters
Longer names or names that use wide characters may cause problems with the button Menu style.
See Course Menu Design under Course Design to change Menu style.

Available for Student/Participant users:

2 Tools Availability

Tool availability:

- Announcements: Available Unavailable
- Collaboration: Available Unavailable
- Discussion Board: Available Unavailable
- Group Pages: Available Unavailable
- Messages: Available Unavailable
- Roster: Available Unavailable
- Send Email: Available Unavailable

Send Email options:
 All Users All Groups
 All Teaching Assistant Users All Student Users
 All Instructor Users Select Users
 Select Groups

3 Submit

You can accept the default **COMMUNICATION** name or type one of your own.

This choice will override all others. The checkmark indicates all areas are defaulted as available

Make course tools available and unavailable with these choices

Student conversations are logged and organized via the Discussion Board forum. Conversations are grouped into threads that contain a main posting and all related replies.

The **Student Roster** area lists students in the course, and provides a link to their homepage.

Blackboard has an email system that delivers outbound email to users personal email addresses. This is the area for options with email

Step 5: Click the **Submit** button  to complete the process.