Part I. Add Course Tools

To create, organize, or deliver content in a Blackboard Learning System course, you use various course tools. A tool is a function in Blackboard that allows you to perform specific activities.

1. At the Build tab, click “Manage Course”.

2. Click “Tools”.

Course Tools

- Add Course Tools
- Show & Hide Course Tools
3. Under the Tools menu, select the check box next to each tool and click “Save”.

- **Assessments**: Create quizzes, self tests, and surveys.
- **Assignments**: Create assignments for students to submit.
- **Goals**: Create goals that list the qualitative and quantitative measures.

- **Learning Modules**: Organize and present content and activities.
- **Local Content**: Allow students to easily access large files.
- **Media Library**: Create a glossary or image collection.
- **SCORM**: Import SCORM-compliant packages, or make local content and learning modules.
- **Web Links**: Create links to Internet resources.

- **My Files**: Allow students to store their own files.
- **My Grades**: Allow students to check their grades.
- **My Progress**: Allow students to track their own progress.
- **Notes**: Allow students to take notes.

[Save] [Cancel]
4. The course tools selected will show up at the left side column under Course Tools.

Part II. Show & Hide Course Tools

If there is content in a Course Tool that you do not wish to make available to Students yet, you may choose to hide the Course Tool.

1. At the Build tab, under designer tools click “Manage Course”.

2. Click “Course Menu”.

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3. At the *Order and Visibility* table, toggle “Show Link” or “Hide Link” next to the course tool to choose the visibility option. In our example, we will hide “Assignments” tool.

![Order and Visibility Table]

4. A “(H)” would appear next to the hidden course tool under either *Teach* or *Build* tab.

![Course Tools]

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5. You may also verify it by go to *Student View.*