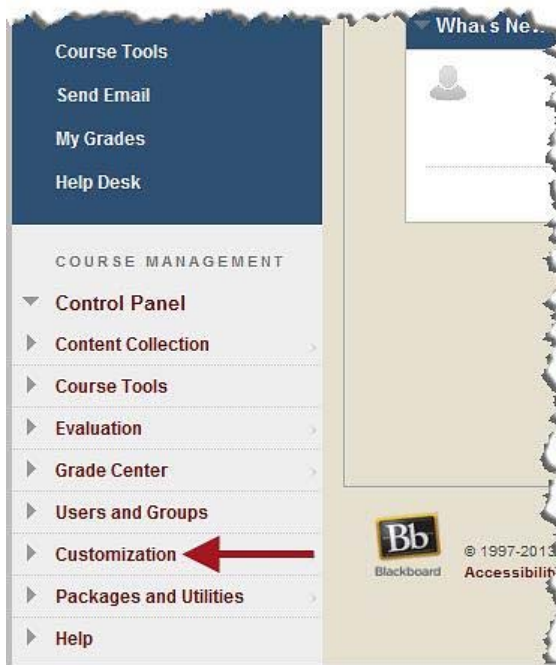


Computer Tutorial: Tool Availability

Purpose: To show faculty members how to enable and disable specific course “Tools” in a MyHills course.

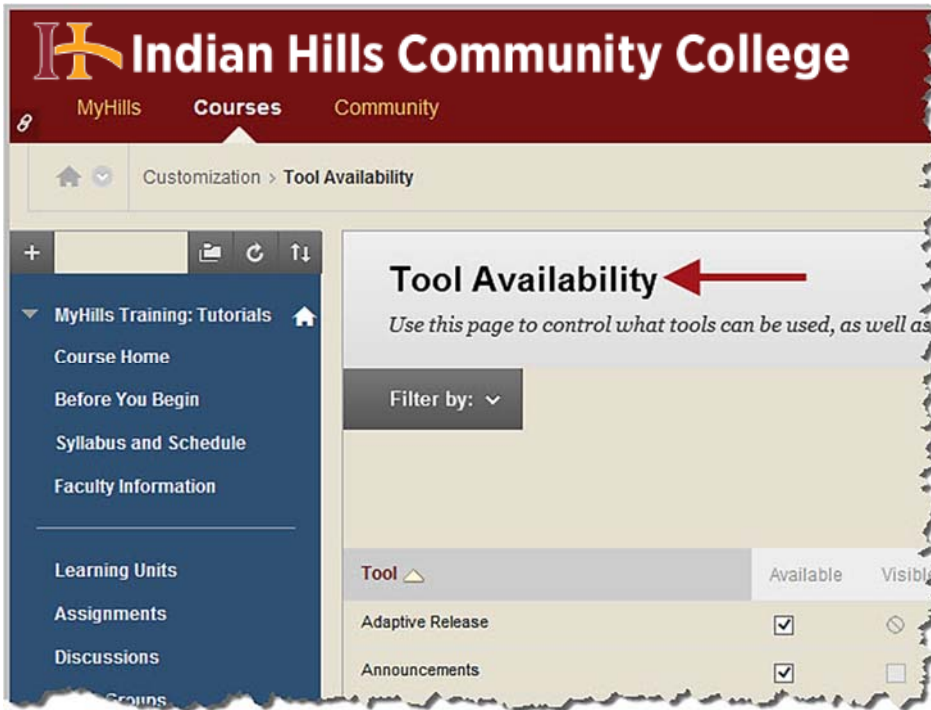
From within a MyHills course, click “**Customization**,” which is located in the gray “Course Management” menu.



In the sub-menu that opens, click “**Tool Availability**.”

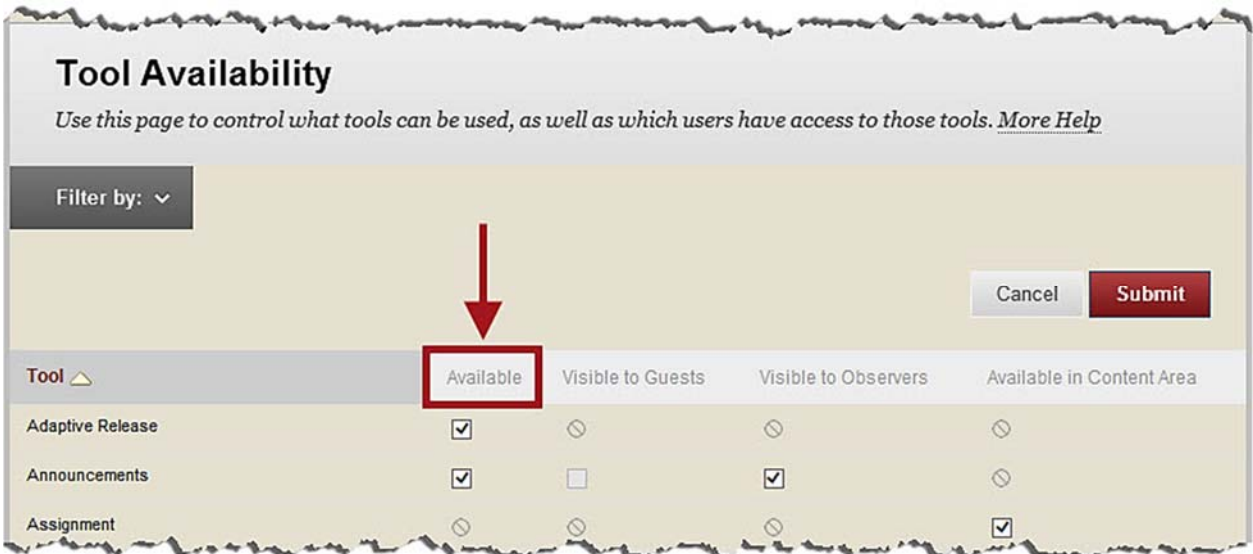


You will be taken to the “Tool Availability” page. This page lists every tool that can be made available in your course in MyHills.

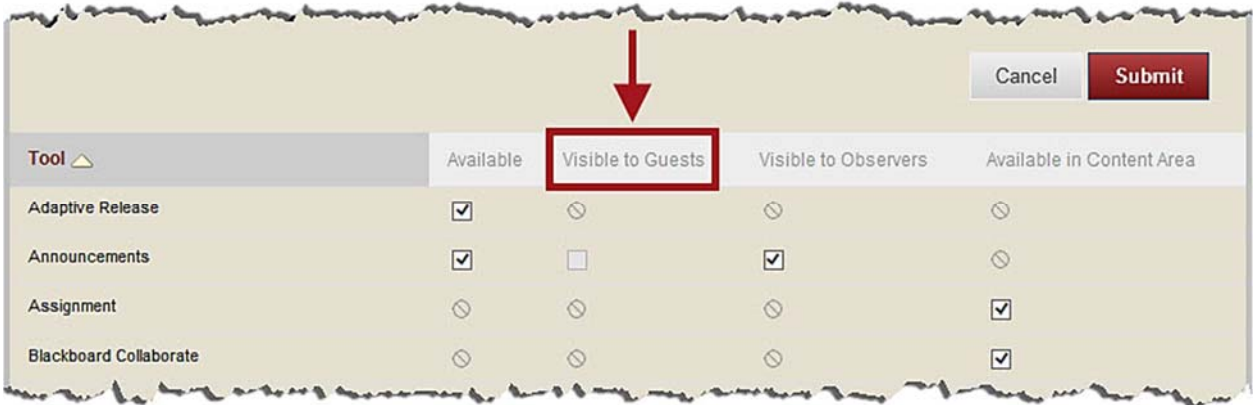


The “Available” column shows the tools that may be available in the course.

Note: Tools with a white check box can be made available or unavailable by clicking the box. Tools with a gray checkbox are “ghosted out” and have been disabled at the system level.



The “Visible to Guests” column indicates the tools that are visible to, but not usable by, “Guests.”



Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blackboard Collaborate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The “Visible to Observers” column indicates the tools that are visible to, but not usable by, “Observers.”



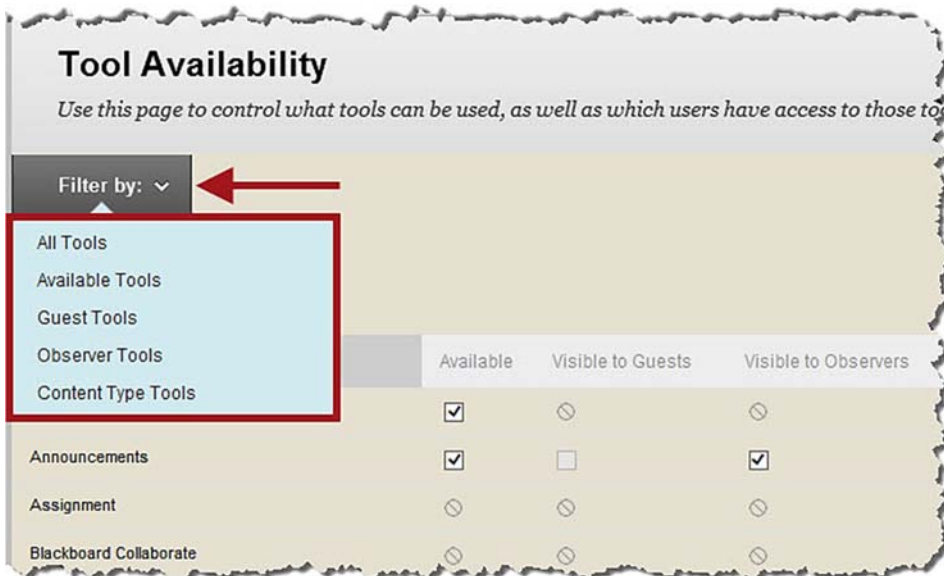
Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blackboard Collaborate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The “Available in Content Areas” column indicates the tools to which the instructor may link in one or more Content Areas of the Course.



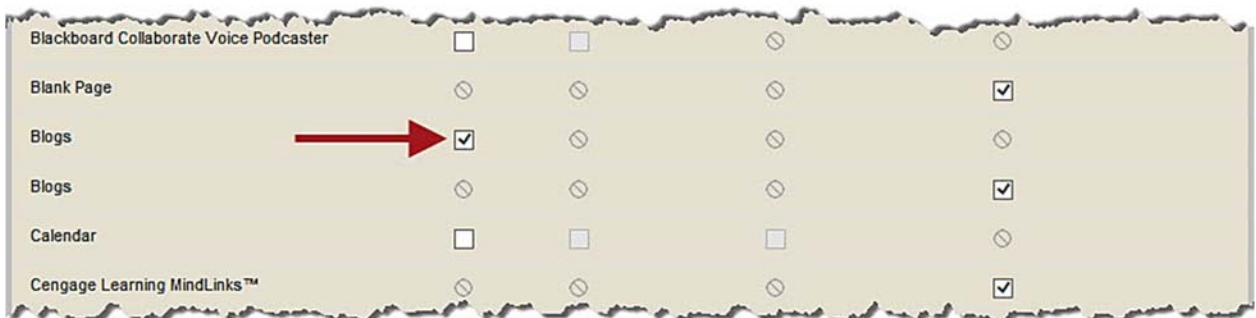
Tool ▲	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Blackboard Collaborate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The “Filter by” drop-down menu filters out the tools that do not fall into the category selected, making it faster to find the tool(s) for which you are looking.

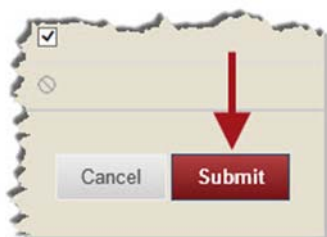


In the first column, check the box next to any tools you would like to make “Available.” For example, check the box next to “Blogs,” in the “Available” column, to make the “Blogs” tool “Available” in the Course Tools area of the course.

Note: This does not necessarily make a tool visible to students. You must still ensure it is enabled in the appropriate area of the course.



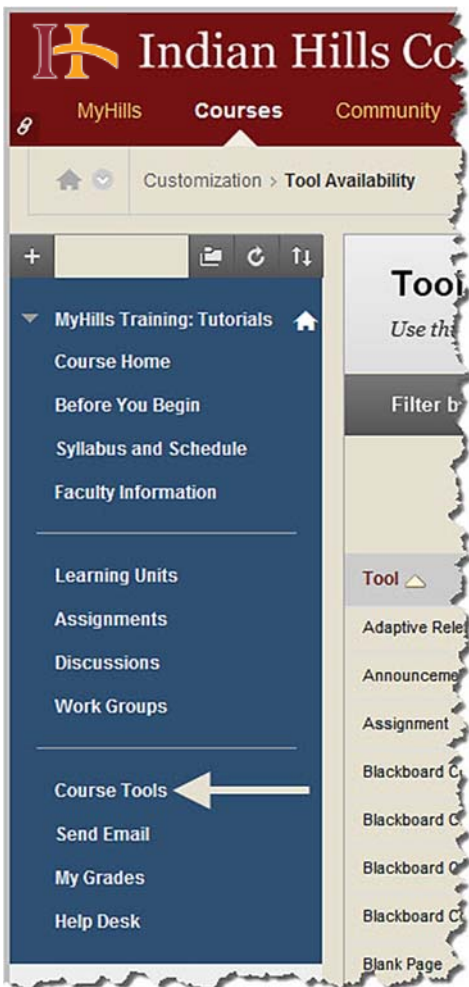
Scroll to the bottom of the page and click “Submit.”



A green “Success...” message should appear at the top of the “Tool Availability” page.



To show or hide the tool(s) in the Course Tools area, click “**Course Tools**,” which is located in the blue “Course Menu.”

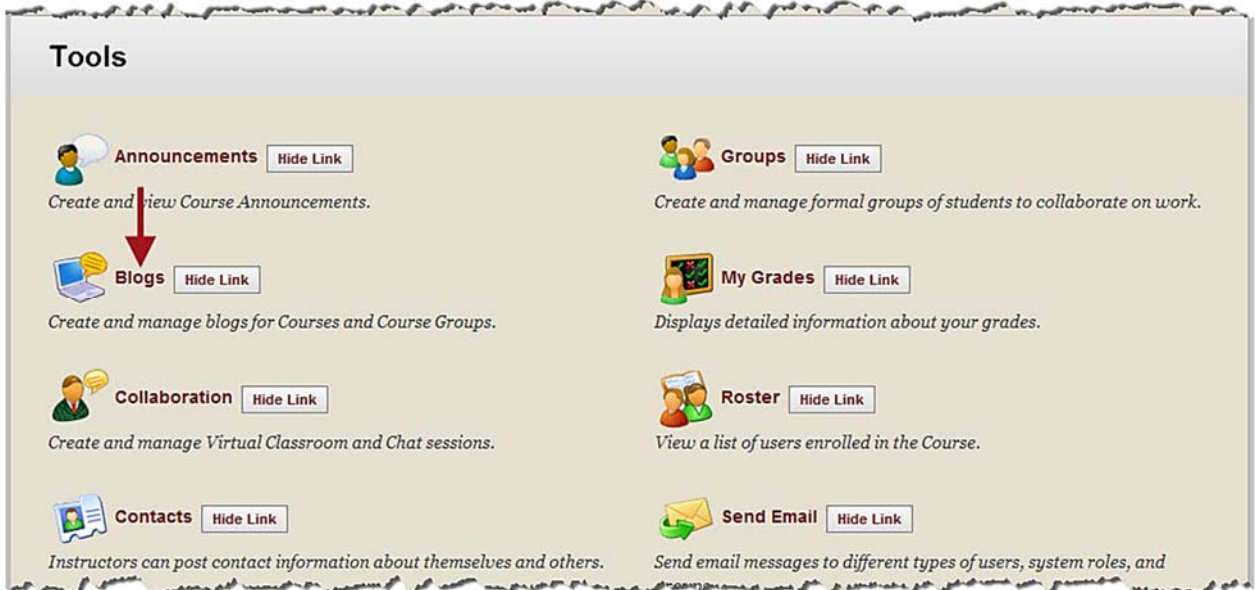


The “Tools” page will open.



On the “Tools” page, the “Blogs” tool should be visible, since it was made “Available” on the “Tool Availability” page.

Note: All Course Tools that are available to students will be visible on the “Tools” page, by default.



To make the “Blogs” tool unavailable to students on the “Tools” page, click “Hide Link.”



When the link is hidden from students, the “Show Link” button, along with the message “This link is hidden from students on this page...,” will appear next to the tool link.



Congratulations! You now know how to enable and disable “Tools” in your MyHills course.

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk