



Blackboard Quick Reference Guide

Hiding Building Blocks

Building blocks are like “plug-ins,” designed to enhance the functionality of Blackboard. Some are available to all MCCD colleges that use Blackboard; others are limited by license to certain colleges.

To eliminate confusion for you and your students, we *strongly recommend you turn off the building blocks not licensed for use at SCC*. These would be the Wiki, Blog, Mobile Messaging and Send Grades items you see in the Control Panel (under the Course Tools section). Students see some of these tools by clicking on the Course Tools link on the course menu.

To hide building blocks in the Control Panel and Course Tools link (course menu):

Step 1: From the Control Panel, click **Manage Tools** (under Course Options).

Step 2: Click **Building Block Tool Availability**.

Step 3: Under “Available”, uncheck these boxes, then click **Submit**.

<i>Unchecking these . . .</i>	<i>. . . turns off these in Control Panel</i>
Learning Objects Expo LX Learning Objects Journal LX Learning Objects Search LX Learning Objects Teams LX	Configure Blog Tool Configure Wiki Tool Assess Wikis
clearTXT	Mobile Messaging Send Grades

Optionally, you can turn off these free building blocks:

<i>Unchecking these . . .</i>	<i>. . . turns off these in Control Panel</i>
TNow	ThomsonNOW Instructor Tools ThomsonNOW Gradebook
Power User Enrollment Tool	Power User Enrollment
Advanced Group Management	Advanced Group Management
Link Checker	Link Checker

To turn off Wimba Voice Email tool for students:

Step 1: From the Tools section of the course menu, click **Communication**.

Step 2: Click **Voice Emails**.

Step 3: Uncheck the box and click **Submit**.

The other Voice tools in this menu are already disabled for students.