

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: Click on the circle buttons to **enable** or **disable** each of the communication tools. If you will not be using a particular **Communication tool**, disable the tool by clicking on the circle button.

Within the Communication Area, you can "Enable" or "Disable" the following tools:

<p> Send E-mail</p> <p><input checked="" type="radio"/> Enabled <input type="radio"/> Disabled</p> <p><input checked="" type="checkbox"/> All Users <input checked="" type="checkbox"/> All Groups</p> <p><input checked="" type="checkbox"/> All Teaching Assistants <input checked="" type="checkbox"/> All Instructors</p> <p><input checked="" type="checkbox"/> Select Students <input checked="" type="checkbox"/> Select Groups</p>	<p>Instructors can send email to individuals, and students can send emails to other students who participate in a particular course. Further define who is enabled or disabled by clicking the check box next to the appropriate group.</p>
<p> Discussion Board</p> <p><input type="radio"/> Enabled <input checked="" type="radio"/> Disabled</p>	<p>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.</p>
<p> Virtual Classroom</p> <p><input type="radio"/> Enabled <input checked="" type="radio"/> Disabled</p> <p><input checked="" type="checkbox"/> Enter Virtual Classroom</p> <p><input checked="" type="checkbox"/> View Archives</p>	<p>The Virtual Classroom allows the instructor and students to participate in real time lessons and discussions. The virtual classroom, or the chat room, can be used to hold real-time, online classroom discussions, and question/answer forums.</p>
<p> Roster</p> <p><input checked="" type="radio"/> Enabled <input type="radio"/> Disabled</p>	<p>The Student Roster area lists students in the course, and provides a link to their homepage.</p>
<p> Group Pages</p> <p><input checked="" type="radio"/> Enabled <input type="radio"/> Disabled</p>	<p>Build study or project groups. Instructors can add, remove, and modify groups of users within a course from the Manage Groups page.</p>

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