

Adding Tools to your Blackboard Vista Course



Manage Course

1. Make sure that you are in the build tab, click on **Manage Course** underneath **Designer Options**.
2. A list of different options will appear to the right of the page. Click on **Tools** and the following screen appears.







Tools

Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes. If you remove a tool, all content in that tool is saved and available if you add the tool again.




Organizational Tools

-  **Calendar**
Enter important events and deadlines, and allow Students to enter their own events.
-  **Syllabus**
Provide course requirements, objectives, and policies.

Communication Tools

-  **Announcements**
Post important information in a central location.
-  **Chat**
Chat with other users in the course in real time, or use the Whiteboard to display images.
-  **Discussions**
Post and respond to messages on specific topics.
-  **Mail**
Send messages to other users.
-  **Roster**
View profiles for course members. Users can edit their own profile.
-  **Who's Online**
Chat with other users who are logged in to the Learning System.

Student Learning Activities

-  **Assessments**
Create quizzes, self tests, and surveys.
-  **Assignments**
Create assignments for Students to submit online. Students can work independently or in groups.
-  **Goals**

3. Each tool has a summary next to it. Select those tools that you would like to use or deselect the ones you do not.

4. Make sure you click on **Save** at the bottom of the page. Your left-hand menu bar for the course will refresh and display the newly added or deleted tools.