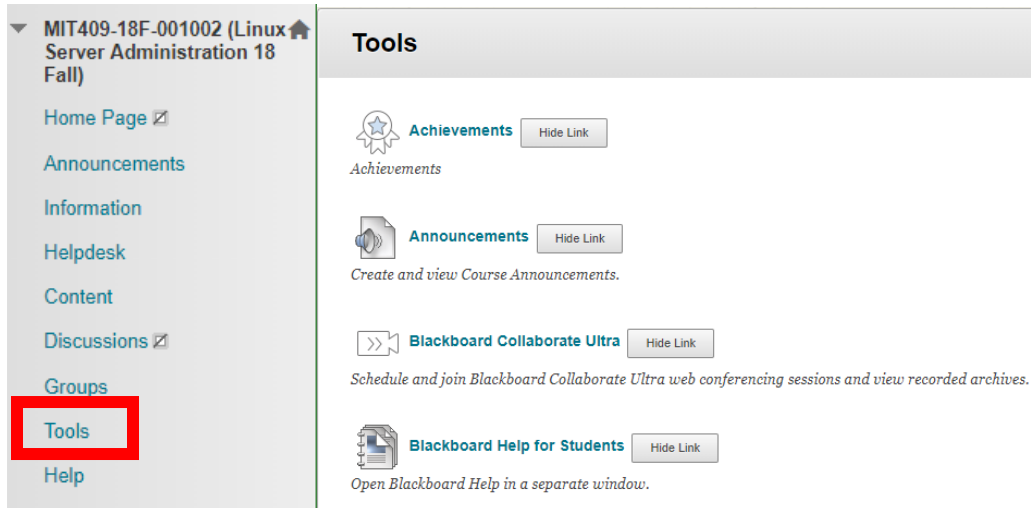




## Basic Setup for your Blackboard Course

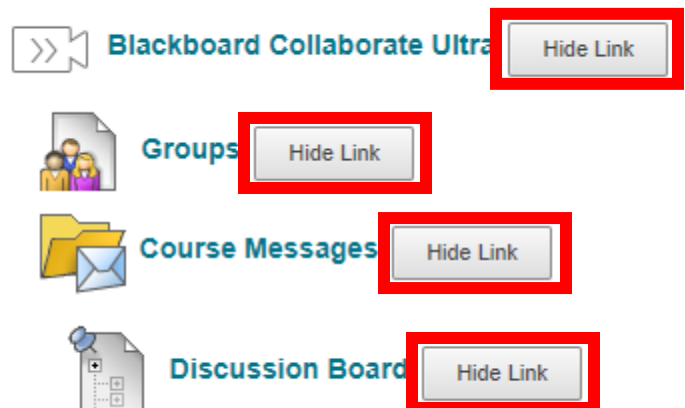
### Part 1: Hide Course links to Protect Content


1. Log into blackboard and select your course. Then click on **Tools** on the menu. You should see the tools page.

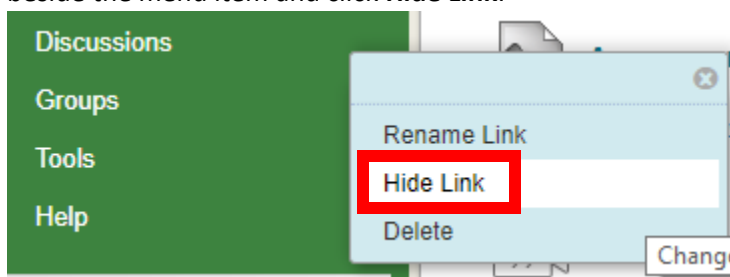


2. Hide links of the tools that you won't need direct access to by clicking **Hide Link** beside the tool. The recommended links to hide are:

- Academic Materials
- Blackboard Collaboration Ultra
- Blogs
- Content Market Tools
- Course Messages
- Discussion Board (see step 3)
- Goal Performance
- Groups (see step 3)
- McGraw-Hill Higher Education
- Pearson's MyLab & Mastering



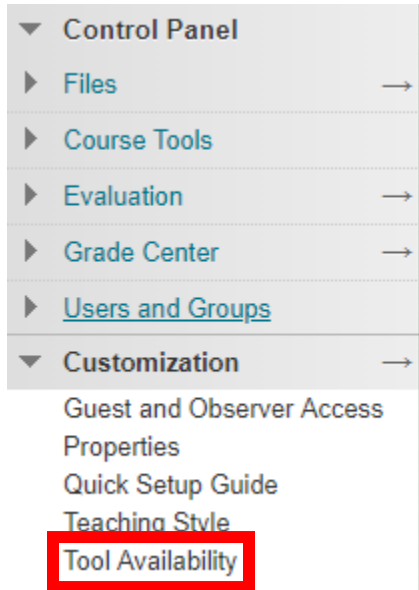
3. For Discussion Board and Groups you will also need to hide the menu item. Click on the  beside the menu item and click **Hide Link**.




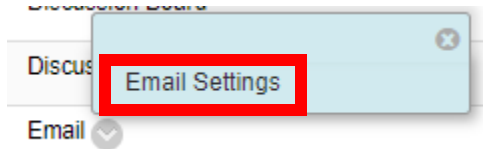


## Part 2: Change Email Permissions to Stop Students from emailing the entire course

1. Click on **Customization > Tool Availability**



2. Scroll down to **Email** click the  and click **Email Settings**.



3. Uncheck the following selections:

- All Groups
- All Student Users
- All Users

(Note: This will not prevent you from emailing those unselected groups)

Send Email To	Available
All Groups	<input type="checkbox"/>
All Instructor Users	<input checked="" type="checkbox"/>
All Observer Users	<input type="checkbox"/>
All Student Users	<input type="checkbox"/>
All Teaching Assistant Users	<input checked="" type="checkbox"/>
All Users	<input type="checkbox"/>
Select Groups	<input checked="" type="checkbox"/>
Single / Select Observer users	<input type="checkbox"/>
Select Users	<input checked="" type="checkbox"/>

4. Click **Submit**