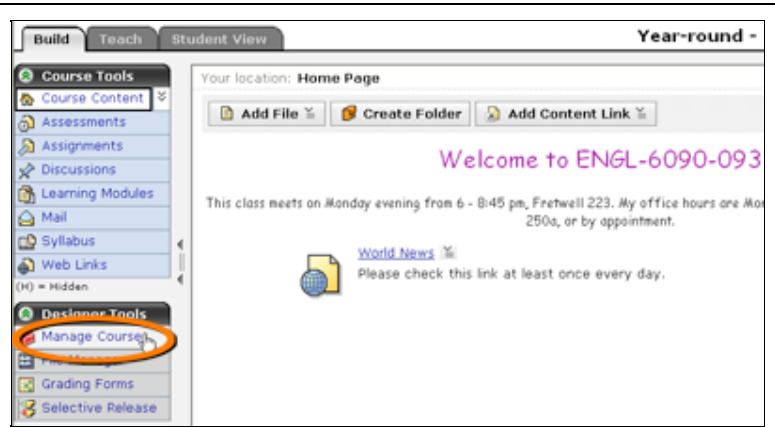


# Blackboard Vista: Adding and Deleting Tools

When you originally opened your course, you chose the tools you wanted. However, after working with the section, you may find that you want to add tools you want to use or delete tools you will never use. You can add and delete tools if you are a Section Designer or Section Instructor and have access to the Build tab or Teach tab.

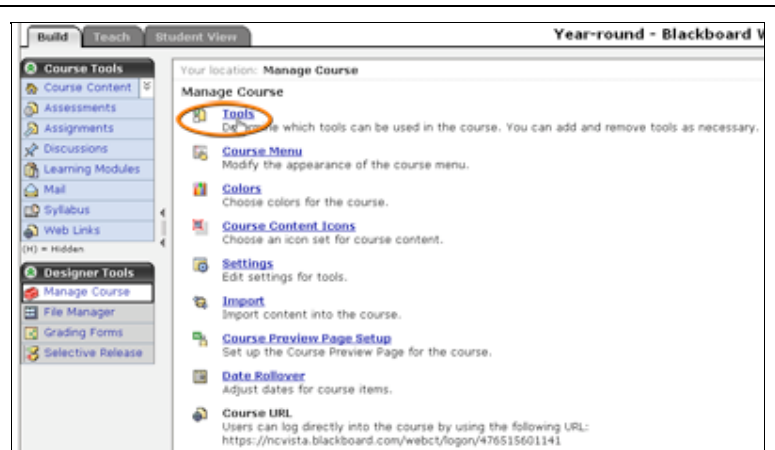
## Step 1: Access the Manage Course Screen

- From the Build tab, in the “Designer Tools” area, click the **Manage Course** link. The Manage Course screen is displayed.  
**NOTE:** If you are on the Teach tab, in the "Instructor Tools" area, click the **Manage Course** link.



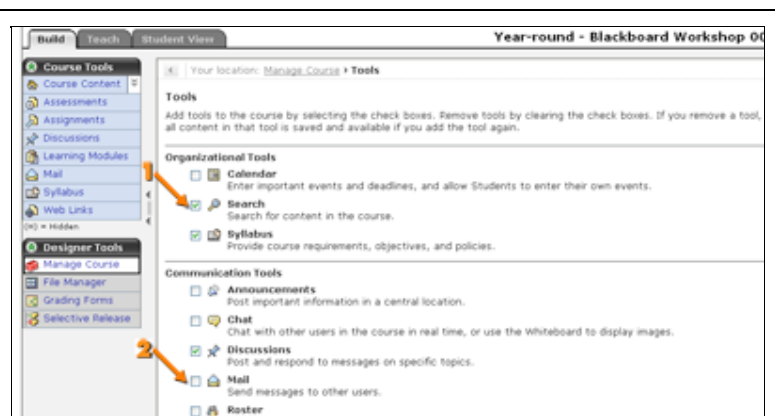
## Step 2: Choose the Tools Link

- Click the **Tools** link. The Tools screen is displayed.



## Step 3: Select and Deselect Tools

- Tools which are not included in your section do not have a check mark in the check box. To add a tool, select the check box next to the tool. In this example, the Search tool will be added.
- Tools which are included in your section have a check mark in the check box. To delete a tool, uncheck the check box next to the tool. In the example, the Mail tool will be deleted.



#### Step 4: Save the Changes

1. Scroll to the bottom of the screen and click **Save**.
2. The Course Content tools are updated (not illustrated).



The screenshot displays a web-based course management interface. At the top, there are three tabs: 'Build', 'Teach', and 'Student View'. Below the tabs, the interface is divided into several sections. On the left, there are two main tool categories: 'Course Tools' and 'Designer Tools'. 'Course Tools' includes 'Course Content', 'Assessments', 'Assignments', 'Discussions', 'Learning Modules', 'Mail', 'Syllabus', and 'Web Links'. 'Designer Tools' includes 'Manage Course', 'File Manager', 'Grading Forms', and 'Selective Release'. On the right, there are two sections: 'Content Tools' and 'Student Tools'. 'Content Tools' includes 'Learning Modules', 'Local Content', 'Media Library', 'SCORM', and 'Web Links'. 'Student Tools' includes 'My Files', 'My Grades', 'My Progress', and 'Notes'. At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red circle, and a mouse cursor is pointing at it.

Your screens may look different depending upon your configuration.

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