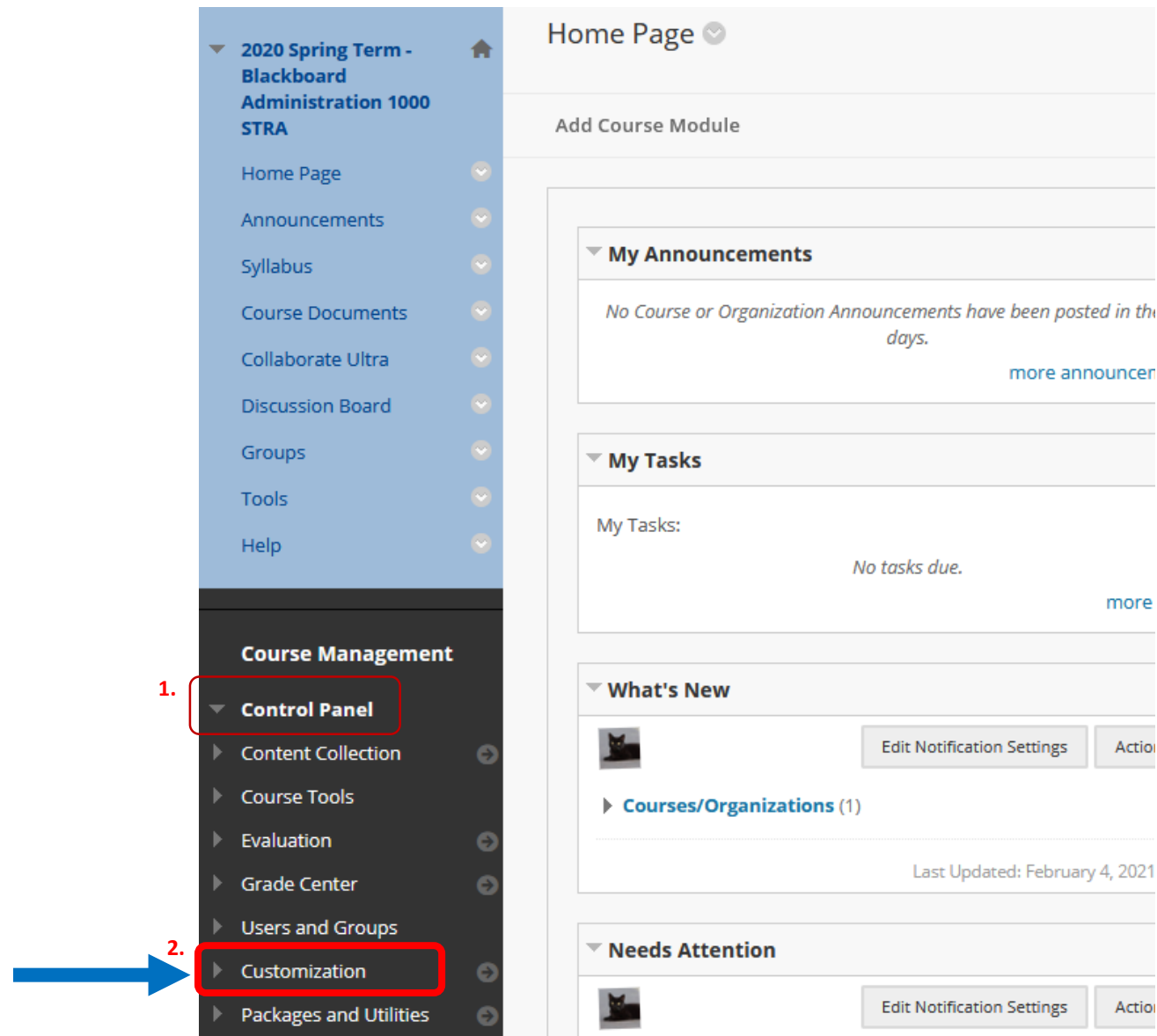




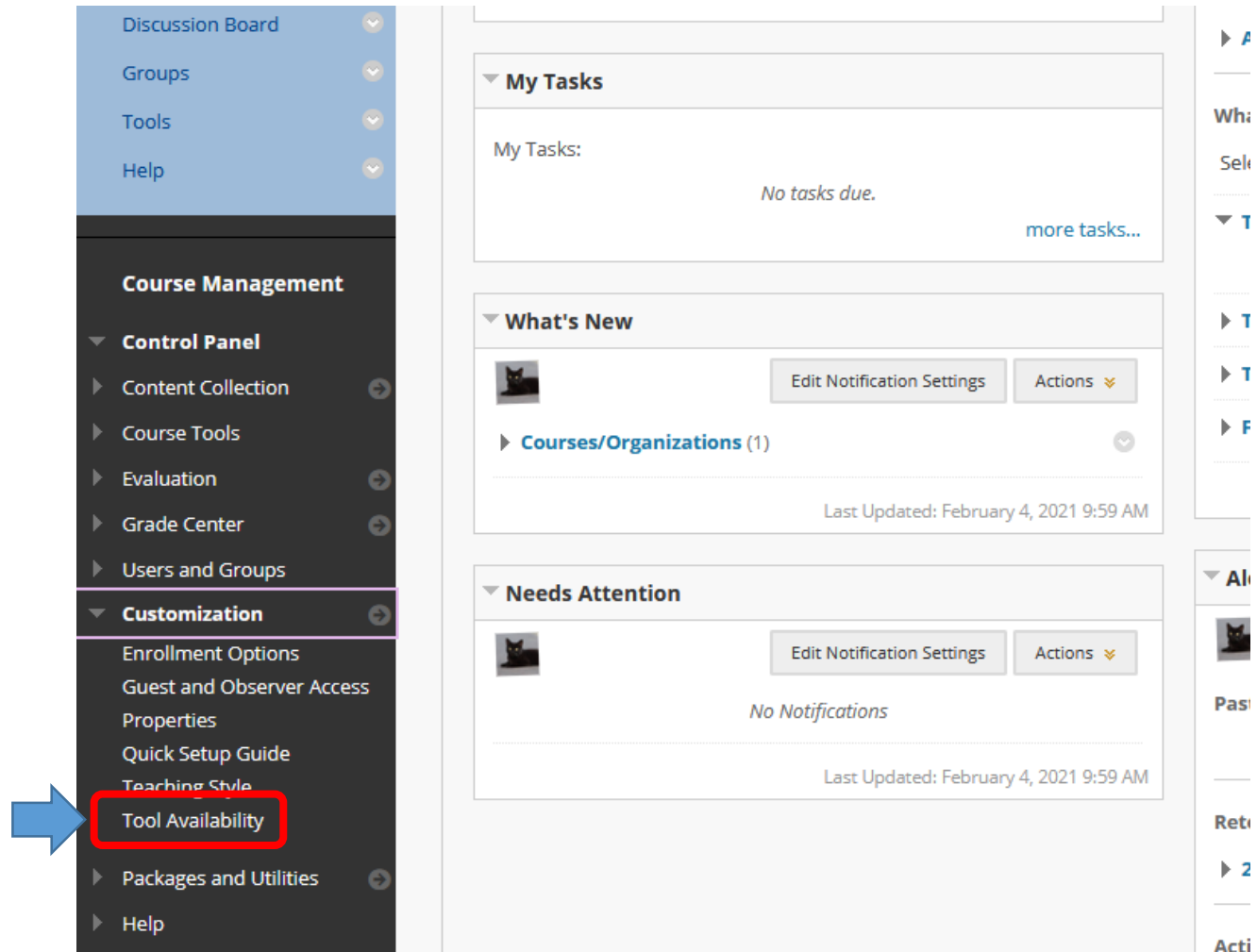
## **How to Enable / Disable the Ally Tool in Blackboard**

1. Log in to the Course on Blackboard. Click on **Control Panel** (1) to expand for more options, and then click **Customization** (2).



The image shows a screenshot of the Blackboard course navigation interface. On the left, a vertical menu is displayed. The top section is blue and contains the course title '2020 Spring Term - Blackboard Administration 1000 STRA' and several navigation options: Home Page, Announcements, Syllabus, Course Documents, Collaborate Ultra, Discussion Board, Groups, Tools, and Help. Below this is a dark grey section titled 'Course Management'. In this section, 'Control Panel' is highlighted with a red box and a red '1.' next to it. Below 'Control Panel', several options are listed: Content Collection, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, and Packages and Utilities. The 'Customization' option is highlighted with a red box and a red '2.' next to it, with a blue arrow pointing to it from the left. The main content area on the right is titled 'Home Page' and contains sections for 'My Announcements', 'My Tasks', 'What's New', and 'Needs Attention'. The 'My Announcements' section shows a message: 'No Course or Organization Announcements have been posted in the days.' with a 'more announcements' link. The 'My Tasks' section shows 'My Tasks: No tasks due.' with a 'more' link. The 'What's New' section shows a notification for 'Courses/Organizations (1)' with a 'Last Updated: February 4, 2021' timestamp. The 'Needs Attention' section shows a notification with 'Edit Notification Settings' and 'Action' buttons.

## 2. Click *Tool Availability*.



The screenshot displays a course management interface. On the left is a dark sidebar with a menu. The top section of the sidebar is blue and contains 'Discussion Board', 'Groups', 'Tools', and 'Help'. Below this is a 'Course Management' section with a sub-section 'Customization' highlighted by a purple bar. Under 'Customization', the 'Tool Availability' option is highlighted with a red box and a blue arrow pointing to it from the left. Other options in the sidebar include 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Enrollment Options', 'Guest and Observer Access Properties', 'Quick Setup Guide', 'Teaching Style', 'Packages and Utilities', and 'Help'.


The main content area on the right is divided into three sections:

- My Tasks:** Shows 'No tasks due.' with a 'more tasks...' link.
- What's New:** Features a notification card with a cat icon, 'Edit Notification Settings', and 'Actions' dropdown. Below it is a link for 'Courses/Organizations (1)' and a timestamp 'Last Updated: February 4, 2021 9:59 AM'.
- Needs Attention:** Features a notification card with a cat icon, 'Edit Notification Settings', and 'Actions' dropdown. Below it is the text 'No Notifications' and a timestamp 'Last Updated: February 4, 2021 9:59 AM'.

On the far right, a vertical sidebar contains navigation links: 'A', 'Whi', 'Sel', 'T', 'T', 'T', 'F', 'Al', 'Pas', 'Retr', '2', and 'Acti'.

3. Under the column titled **Available**, click the box next to **Ally** so a checkmark appears. This indicates that the **Ally Tool** is now ready to be **Activated** in your course.

To **Deactivate** the Ally Tool, click the box so that the Checkmark disappears.

TOOL 	AVAILABLE	VISIBLE TO GUESTS	VISIBLE TO OBSERVERS	AVAILABLE IN CONTENT AREA
Academic Materials	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility Report	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Achievements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Achievements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Adaptive Release	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ALEKS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Ally	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Assignment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
ATLAS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Baruch Libguides Automatic	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baruch VoiceThread	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Blackboard Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
Blank Page	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Blogs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Bookstore	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
Cengage Learning MindLinks™	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
Cengage Learning MindLinks™ Tools	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click **Submit** to finish. Click **Cancel** to quit.

Cancel

Click **Submit** on the bottom right to finalize this process.