

How do I temporarily disable students from viewing Conversations?

If you wish to pause student usage of Conversations, you can temporarily hide the tool through using the Sakai **Site Info** tool.

Once you are in Site Info, select **Tool Order** from the tab menu at the top.

Within Tool Order, find **Conversations**, and select the gear icon to the right to go to the Conversations settings menu. Select **Lock Access to this Tool** from the drop-down menu; a padlock icon should appear next to the gear menu.

When you are ready for students to resume use of Conversations, return to the tool settings menu, and select **Enable Access to this Tool**.

Note: *Do not select the option Make Tool Invisible to Students. Invisible tools are hidden from students in the Sakai left-hand menu, but they can still be accessed via direct link.*