Using the Chat and Virtual Classrooms

Virtual Classroom and Chat are collaboration tools which allow you to communicate in real-time with other class members.

Accessing the Tools

1. In the left-hand course menu, look for a Tools link.

Note: Your professor may have also made Chat or Virtual Classroom available in another content area. Be sure to follow your professor’s instructions.

2. Locate and click Collaboration from the list of available tools.
3. You will see one or more sessions. Click the title of the session you would like to join.

Collaboration Sessions

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Tool</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Hall</td>
<td>Virtual Classroom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Hours</td>
<td>Chat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chat

Chat allows users to interact with each other and the Instructor via a text-based chat region. This region is part of the Virtual Classroom, but can also be accessed separately without the rest of the tools that make up the Virtual Classroom.

A. Chat area
B. Compose and send messages
C. Participants list
Virtual Classroom

The Virtual Classroom works similarly to the Chat tool, however there are more features found in the virtual classroom. Users can ask question, draw on a whiteboard, and participate in breakout sessions.

A. Chat area
B. Whiteboard for sharing drawings and text
C. Participants list
D. Set of tools for use with the whiteboard
E. Clickable menu of additional tools
F. Toolbar for recording and saving Virtual Class session recordings

Here is a whiteboard for sharing drawings and text.