

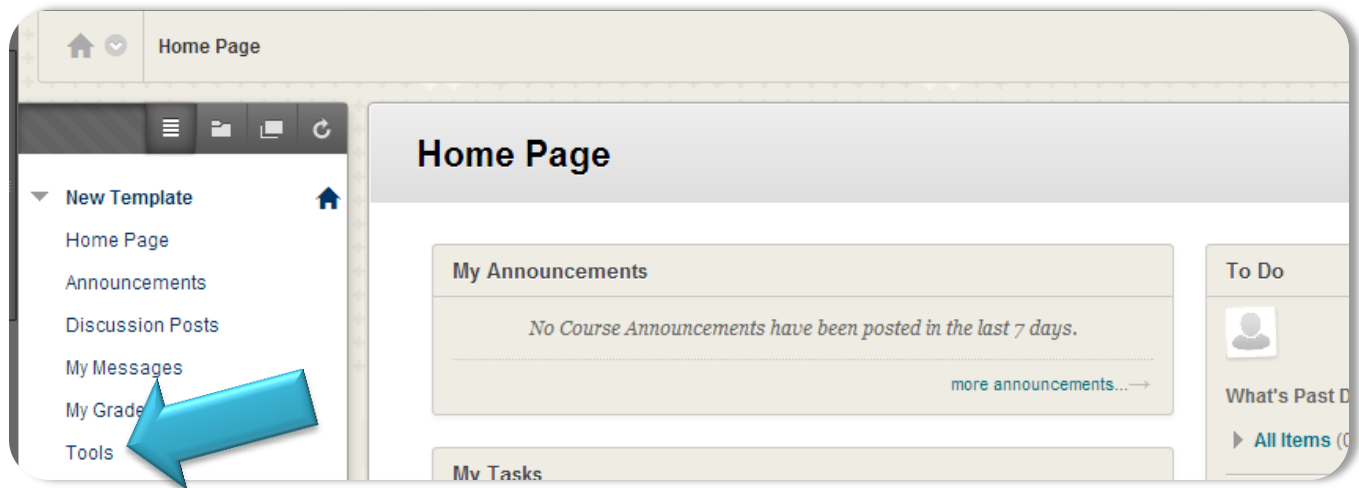
Using the Chat and Virtual Classrooms

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

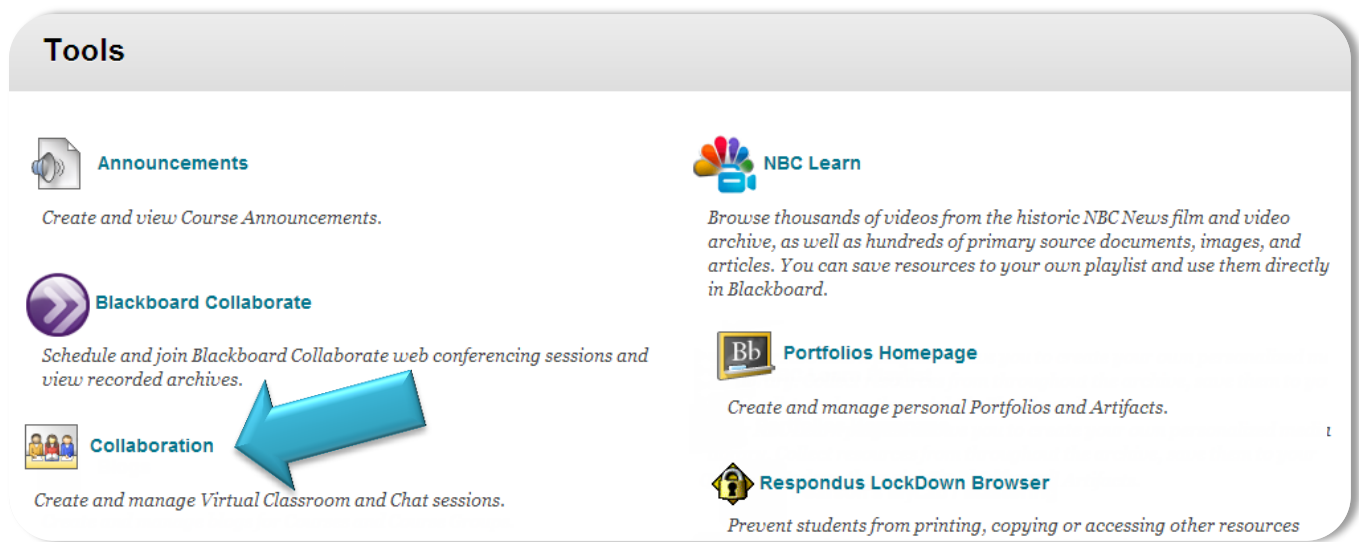
Accessing the Tools

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

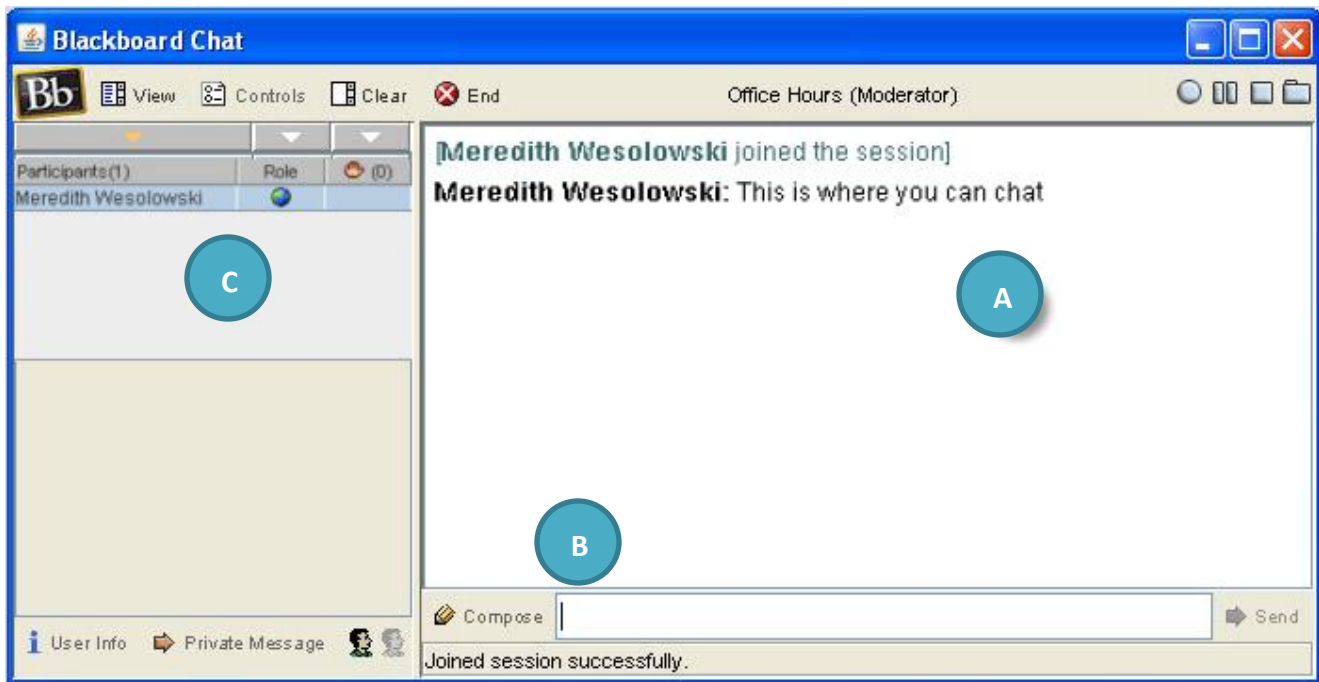
Filter Go Search by Search

Session Name ▲	Tool	Start Date	En
 Lecture Hall	Virtual Classroom		
 Office Hours	Chat		

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



The screenshot shows the Blackboard Chat window. At the top, it says "Blackboard Chat" and "Office Hours (Moderator)". Below the title bar, there are controls for "View", "Controls", "Clear", and "End". On the left side, there is a "Participants (1)" list with one entry: "Meredith Wesolowski". In the center, there is a chat area with a message: "[Meredith Wesolowski joined the session]" and "Meredith Wesolowski: This is where you can chat". At the bottom, there is a "Compose" text input field and a "Send" button. A status bar at the very bottom says "Joined session successfully".

Three blue circles with white letters are overlaid on the screenshot to indicate specific areas:

- A**: Points to the chat message area.
- B**: Points to the "Compose" text input field.
- C**: Points to the "Participants (1)" 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

