Chat

“Chat” is a tool similar to Instant Messaging that allows you to communicate in real-time or "synchronously" with your class. Participants enter a "chat room" and by typing messages can communicate immediately with the instructor or the entire class. This feature can be used to hold class discussions, meet with teams, or visit with a guest speaker. Instructors may choose to hold "virtual office hours" using “Chat.”

Enabling Chat:

1. Login to Blackboard.
2. Enter the course in which you wish to work.
3. From the “Course Menu,” select the Tools option.
5. On the “Collaboration” page, click the Create Collaboration Session button.

6. The default session name is the Course ID, the current date, and the current time. If you wish to enter another name for the session, feel free to do so at this point.
7. Next, enter the dates of availability for the session and make sure to click the radio button for "Yes" to make the session available during those dates or make it available without date restrictions by leaving the dates blank.
8. In section 3, choose which “Collaboration Tool” you wish to use for the session. For these purposes, choose Chat.
9. Scroll down and click the Submit button.
10. Your newly created session will not appear in the “Collaboration Sessions” list. To enter it, click on the session’s name link.

To Send a Message:

1. Login to Blackboard.
2. Enter the course in which you wish to work.
3. From the “Course Menu,” select the Tools option.
5. On the “Collaboration” page, select the Chat session within which you wish to work.
6. When the Chat window opens, you will see a “Compose” box. Type your message in the box; then click Send.
7. Your message will be displayed in the conversation box located above the “Compose” area.
8. If you wish to send a private message to a member of the collaborative group, click the “Private Message” icon located under the Participants list:

To Record a Chat Session:
1. Login to Blackboard.
2. Enter the course in which you wish to work.
3. From the “Course Menu,” select the Tools option.
5. On the “Collaboration” page, select the Chat session in which you wish to work.
6. Within the Chat sub-window’s top toolbar, there are “Recording Tools” in the top right corner (Record, Pause, Stop, & Bookmark):

7. At the beginning of your Chat session, click the Record icon. You will need to name the recording session.
8. Go on with your session as normal, but when the session is finished, click the Stop icon. The recording will save automatically and can be accessed from the “Collaboration” page.

To Access a Recording:
1. Login to Blackboard.
2. Enter the course in which you wish to work.
3. From the “Course Menu,” select the Tools option.
5. On the “Collaboration” page, click the gray circle icon with a down arrow next to the Chat session for which you wish to view a recorded session, then select Recordings from the drop-down menu:

6. On the “Session Recordings” page, click the session you wish to view. Students can easily access these recordings in the same manner.