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.