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 to 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.

To Record a Chat Session:
1. Login to Blackboard.
2. Enter the course within 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. 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 within which you wish to work.
3. From the Course Menu, select the Tools option.
5. On the Collaboration page, click the gray square icon 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.