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 Send a Message:**

1. Login to Blackboard.
2. Enter the course within which you wish to work.
3. From the Course Menu, select the **Tools** option.
4. On the Tools page, click the **Collaboration** selection.
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: