Virtual Classroom

The virtual classroom is useful in online classes, hybrid classes, and even in the case of inclement weather. Users have the ability to use a Course Map, a Whiteboard and Group Features. Transcripts are saved and can be visited later by anyone in the class, whether or not they participated in the actual collaboration session.

To Use the Built-in Chat Feature:

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 Virtual Classroom session within which you wish to work.
6. Under the classroom window, you will see a chat area. In the Compose Box, type a message to display to the collaborative group. Press Enter on your keyboard or click Send to display the message.
7. To send a private message to another member of the collaborative group, click the Private Message icon located under the Participants list:

To Use the Ask Question Feature:

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 Virtual Classroom session within which you wish to work.
6. Within the Virtual Classroom sub-window, find the Tools area and click the Ask Question selection.
7. In the Enter Questions area, type your question, then click Send. Questions are sent in the form of messages to all users.
8. To respond to a question, click the Respond to Question button. In the provided window, type your response, then click Send.
9. Questions will appear in the chat log. Answers will also appear unless the instructor checks the Private option while typing responses.

12/5/11
BLACKBOARD HELP: (740)593-1222
Office of Information Technology - Academic Technologies
www.ohio.edu/oitech