

How to Use Chat and Virtual Classroom Tools: Table of Contents

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Collaboration Sessions are real-time lessons and discussions. Two Collaboration Tools are available: Chat and Virtual Classroom. Chat is an exchange of text messages online. Virtual Classroom is a shared online environment where users can view links, share desktops, exchange files, and chat. Both types of collaboration can be recorded and saved for future review.

For the Chat or Virtual Classroom features to function correctly, instructors and learners need to run the Java plug-in [Java 2 Run Time Environment]--it can be downloaded from <http://java.sun.com/products/plugin/index.html>.

Be sure to uninstall any existing Java plug-ins before installing a new one.

1. How to create a Chat or Virtual Classroom session
2. To open the collaboration session you can go to the control panel and Click "course tools", then select "Collaboration"
3. Click "create collaboration session"
4. You will be taken to the Create Collaboration Session page where you can enter the name of the session and specify the availability dates and select either just the chat feature or the virtual classroom feature.
5. Click "submit" to be returned to the Collaboration session page.
6. Click on the link to the session you've just created to join
7. Type your message in the bottom right text field with the words "compose" and hit "enter" on your keyboard or click "send" in the application.
8. Note an accessible version of the collaboration tool is available; see Help documentation within Blackboard for details.

How do I access the recorded Chat or Virtual Classroom Collaboration sessions?

1. Collaboration sessions are recorded. To access them, click the drop down box to the right of Filter and select "Sessions with Recordings."
2. Click the chevron to the right of the desired session, then select "recordings" to open the session recordings page.

From page 157 Blackboard Learn instructor Manual:

How to Use the Whiteboard Feature

The Whiteboard enables users in a Virtual Classroom to present different types of information as they would on a whiteboard in a classroom. The tools in the Whiteboard Tools palette allow users to draw images, type text, and present equations. The Session Administrator determines whether this function is made available to users.

Functions

The table below details the tools available for use on the Whiteboard.

To . . .	click . . .
select an item	<p>the Arrow tool. Then click an item for selection. The following may be performed on selected items:</p> <ul style="list-style-type: none">○ Enlarge: click of the small black boxes that surround the item and drag it to the desired size.○ Move: Click the item and move it to the desired location.• Cut: Click the Whiteboard item. Then click the Cut icon.• Copy: Click the Whiteboard item. Then click the Copy icon.• Paste: Click the Whiteboard item. Then click the Paste icon.• Delete: Click the Whiteboard item. click the selected object. Then click the Delete icon.• Group items: Click the Whiteboard items. Then click the Group icon.• Ungroup: Click a Whiteboard item in a group. Then click the Ungroup icon.• Bring front: Click the Whiteboard item. click selected object. Then click the Bring to front icon.• Bring back: Click the Whiteboard item. click selected object. Then click the

To . . .	click . . .
	<p>Send to back icon.</p> <ul style="list-style-type: none"> • Select all figures on the Whiteboard: Click the Selects all Figures icon.
draw free hand	the Pen tool. Choose the color of the pen in the Pen Color drop-down list. Next, select the line width.
enter text using the keyboard	the text tool (T) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click Insert . Use the options in the Tools palette to select color, font, and size.
draw a straight line	the Line tool.
draw a rectangle	the Rectangle tool. Choose the color of the square from the Fill Color drop-down list to draw a solid shape. To draw the outline of the shape, select None for the fill color. The outline of the shape will be the color of the pen tool and have the selected line width.
draw a oval	the Oval tool. Choose the color of the circle from the Fill Color drop-down list to draw a solid shape. To draw the outline of the shape, select None for the fill color. The outline of the shape will be the color of the pen tool and have the selected line width.
input an equation	The Math and Science Equation Editor icon (Σ). The Equation Editor will appear. Input the equation and click Insert Equation .