

Chat Function in Blackboard

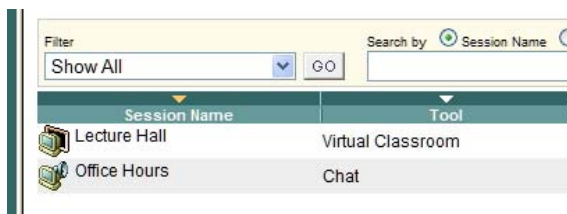
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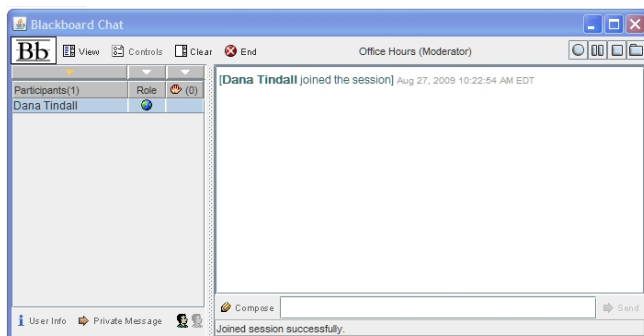
Using the Chat Function

Chat allows students and instructors to converse via text in a synchronous manner. This can be used for synchronous class meetings on Blackboard, and can be very effective as a tool for virtual office hours should the instructor or student not be able to meet face to face.

- The chat function (“Office hours”) is found by first clicking the Communications link in the left navigation menu on Blackboard and then clicking on the “Collaboration” link in the display that opens. The screen image displayed below will appear.



- Click on the “join” button at the right of “Office hours” and after a few moments wait the chat application will load and a chat box like the one shown below will appear.



- A list of participants will be in the left column, the chat text as it is composed and submitted will be displayed in the right column area.
- To compose text, place your cursor in the compose box at the bottom right and type. When you are ready to submit your message to the group either hit enter, or click on the “send” link to the right of the compose box. Your

message will be displayed in the upper right area.

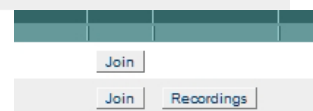
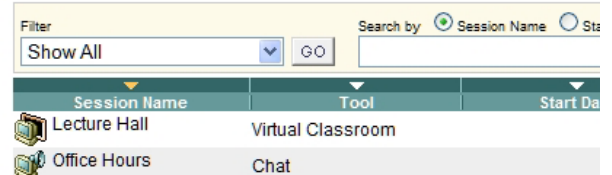
- The posted text messages are displayed in order of the time they are submitted. The displayed text will scroll as necessary as more text is added
- If you wish to send a private message to a user, select a username in the left column and then click the “private message” link at the bottom of the left column.
- Controls at the upper left or the chat box allow recording of the chat session.



- If you chose to record the chat session an additional “Recordings” button will appear to the right of the “join” button.

BLACKBOARD COURSE TRAINING SHELL 7 (20099-BBTR-101-07) > COMMUNICATIONS > C

Collaboration Sessions



Click on the Recordings button to see the archived chat sessions.