



Managing the chat and whiteboard tool for teaching

Step-by-step guide for instructors

For Blackboard Vista 4.x

The Chat and Whiteboard tool is used for real-time discussions and shared drawings. An instructor accesses the Chat and Whiteboard tool from the Course Tools menu, or particular rooms which have been linked to from within the course.

Setting up chat and whiteboard for teaching

Create a chat and whiteboard room

1. Access the Chat and Whiteboard tool by clicking on **Chat** under the **Course Tools** menu (usually to left of screen).
2. Click on **Create Chat or Whiteboard Room**.

Create Chat or Whiteboard Room

*Title:

Description:

Use HTML

Item Visibility: Show Item
 Hide Item

*Maximum users: Maximum users allowed by Ser

Type


Chat and Whiteboard
 Chat only
 Whiteboard only


Goals

Associate goals with this chat room.

3. Fill in the details to give a Title (required) to the chat and whiteboard session and provide a description (optional) for students.
4. Choose to show or hide the item from students.
5. Enter the maximum number of users for a chat session
6. Choose the Type - either combined chat and whiteboard, chat only or whiteboard only.

Managing the chat and whiteboard tool for teaching

- Click **Select Goals** if you would like to associate goals (learning outcomes) with this chat session.
- Click on the expand icon  to choose **More Options**.
- Tick the boxes to control the way chat and whiteboard is viewed and used by students, and whether you wish to log the chat.

 **More Options** (Expand this area to see more options.)

User Permissions

Allow users to hide or show Chat or Whiteboard in a combined room

Allow private Chat messages

Allow alias


Enable logging

Maintain Chat room log


* Required field

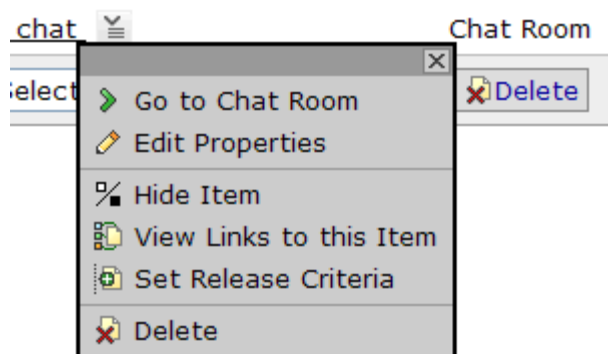
- Click **Save**.

Changing the chat and whiteboard settings

- Access the Chat and Whiteboard tool by clicking on **Chat** under the **Course Tools** menu.
- Click the *ActionLinks*  icon next to the title of the chat room you wish to modify, and select **Edit Properties** from the drop-down list that appears (see image below).
- The **Edit Room Properties** screen is essentially the same as the Create Chat page. Edit the information as required, and then click **Save**.

Other actions

The *ActionLinks* drop-down menu reveals a number of actions you can perform. You access the menu by clicking on the *ActionLinks*  icon next to the title of the room you wish to action.



Control visibility

Select **Hide Item/Show Item** to control student access to the room. (A hidden item is flagged as 'hidden' under **Discussions** in the **Teach**, but is invisible in **Student View >> Discussions**.)

View links to this item

Click on this option to see where the chat and whiteboard room is linked from within the course. For example, it may be from the **Course Tools** menu, and/or from the home page.

Set release criteria

Set release criteria allows you to control the availability to students of the chat and whiteboard based on date and time, members of the section, groups in the section, and the Grade Book.

View Log

Click on this option to view the chat room log. (**Note:** This option is available only if you enabled the log in the settings/properties.)

Chat and Whiteboard

Chat room Log : Study Skills chat

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Demo Student 63862( Wed Sep 03 16:29:49 EST 2003 )---->> has entered the room.
Demo Student 63862( Wed Sep 03 16:33:53 EST 2003 )---->> Hello
Demo Student 63862( Wed Sep 03 16:34:01 EST 2003 )---->> What is going on?
Demo Student 63862( Wed Sep 03 16:34:47 EST 2003 )---->> has left the room.
Demo Student 63862( Wed Sep 03 16:36:51 EST 2003 )---->> has entered the room.
Demo Student 63862( Wed Sep 03 16:37:19 EST 2003 )---->> has entered the room.
Demo Student 63862( Wed Sep 03 16:37:51 EST 2003 )---->> has left the room.
Demo Student 63862( Thu Sep 04 11:15:04 EST 2003 )---->> has entered the room.
Demo Student 63862( Thu Sep 04 11:15:44 EST 2003 )---->> Hello, my name is Bob and I am from Hobart
Demo Student 63862( Thu Sep 04 11:16:36 EST 2003 )---->> Hello Bob, I'm Susan from Launceston. How are you fir
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Delete

Click on the **Delete** icon to delete the Chat and Whiteboard room.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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