

## Collaboration Tools

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### Overview

The Collaboration Tools allow the Instructor and Students to participate in real time lessons and discussions and also view archives of previous Collaboration sessions. The Collaboration Tools can be used to hold real-time, online classroom discussions, TA sessions, and office hour type question/answer forums. Guest speakers and subject matter experts can also communicate with the class using the Collaboration Tools.

The following Collaboration Tools are available:

- [Virtual Classroom](#) - Allows users to enter a real-time discussion with Instructors, Students, and colleagues; access the Web; and engage in question and answer sessions.
  - [Lightweight Chat](#) - The Lightweight Chat is part of the Virtual Classroom but can also be accessed separately. It allows users to open just the Chat function of the Virtual Classroom.
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### Tips and Tricks

When developing an activity that requires the Collaboration Tools, consider the following.

- The Collaboration Tools are Java applications and may initially take a few moments to load into a browser window. Before developing assignments that require the Collaboration Tools, be sure that all Students have Java enabled browsers.
  - Due to the synchronous nature of the Collaboration Tools, multiple users must participate at the same time. Be sure to notify Students about a scheduled Collaboration session to ensure attendance.
  - Sometimes a Collaboration session can be overwhelming if there are too many users. Consider grouping Students into several small groups to keep the conversation manageable.
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### Macintosh and Accessible Collaboration Tool

An accessible version of the Collaboration Tool is available in the *Blackboard Learning System*. Users running Macintosh Operating System 8 or 9 should also use this version.

On the launch page, which opens when **Join** is selected on the Collaboration Sessions page, a link to this version appears. This link will open the Accessible version / Macintosh OS 8 and 9 version of the Collaboration Tool, which resembles the Lightweight Chat. Links to items that appear in the Virtual Classroom, such as items in the Course Map and Group Browser, will appear in this version. Documents created on the Whiteboard may be viewed if the Instructor takes a snapshot of them, using the Snapshot button on the Whiteboard action bar. A link will be created to the snapshot for users to view it.

When a user, using the Accessible Collaboration Tool, enters or exits the room the sound of a door opening or closing will be audible to all participants in the Collaboration Session.

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### Java Plug-in

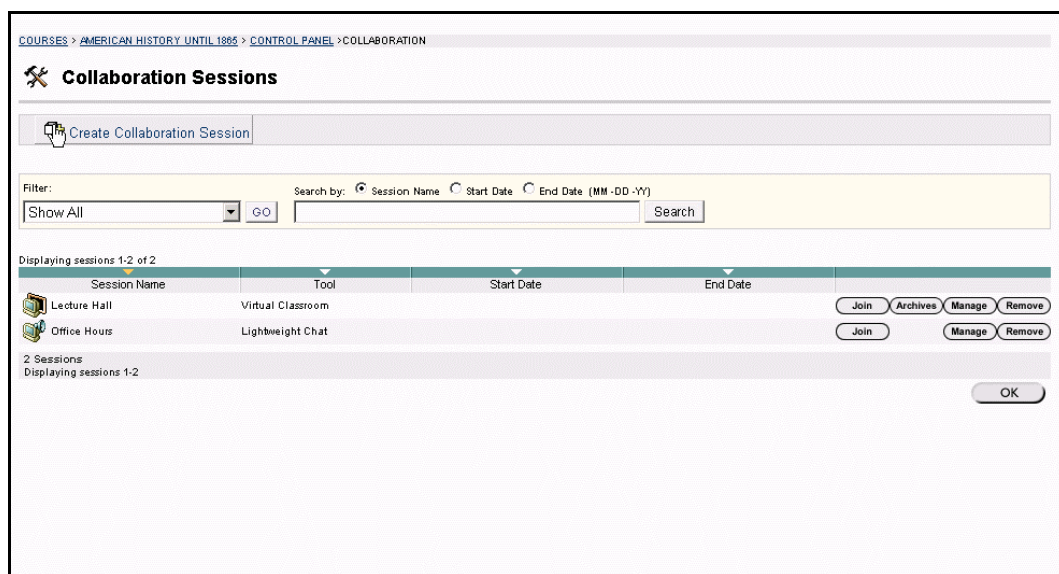
The Java 2 Run Time Environment 1.3.1\_04 is required to use the Collaboration Tools. This plug-in may be downloaded from the page that appears when a user joins a Collaboration Session, or may be found at <http://java.sun.com/j2se/1.3/download.html>.

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## Collaboration Sessions

### Overview

The Collaboration Session page is used to manage the Collaboration Tools available in the *Blackboard Learning System*. These tools, the Virtual Classroom and the Lightweight Chat, allow the Instructor and Students to participate in real-time, online classroom discussions and presentations. From this page the Instructor can access all of the Collaboration Sessions for the course, including those that have already taken place and are archived and those that are scheduled for the future. Instructors can also schedule new Collaboration Sessions and make changes to those already scheduled from this page.



### Find this page

Click **Collaboration** in the Course Tools area of the Course Control Panel.

### Default Collaboration Sessions

Each course and organization begins with two default Collaboration Sessions. The Lecture Hall is the default Virtual Classroom, and Office Hours is the default Lightweight Chat. These default sessions can be removed. Removing a session is irreversible.

### Functions

The following functions are available from the Collaboration Sessions page:

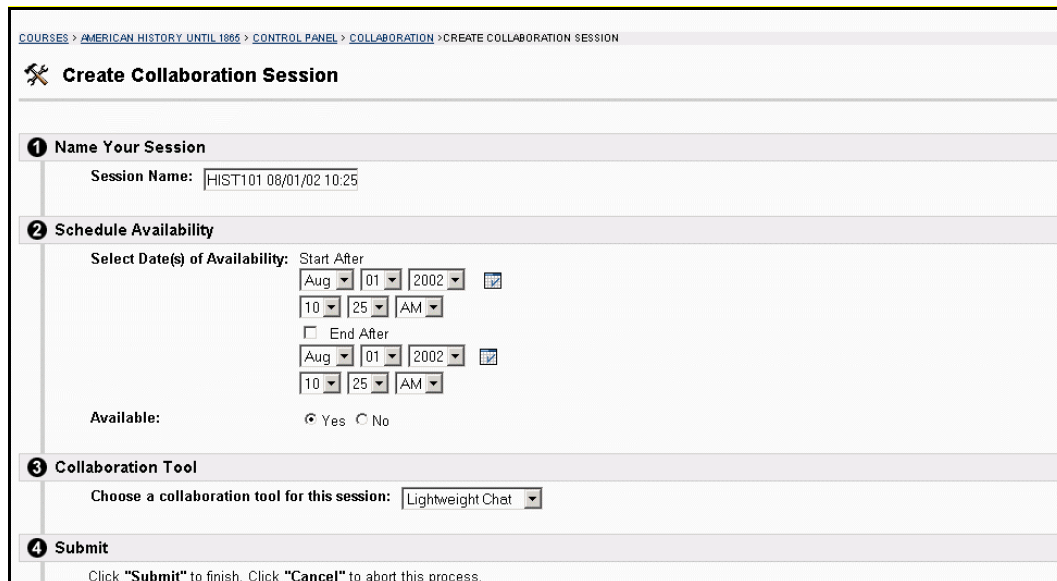
To . . .	click . . .
create a new Collaboration Session	<b>Create Collaboration Session</b> . The Create Collaboration Session page will open.

filter the sessions listed on the page	<p>the arrow next to the drop-down list and select the type of session to display. Click <b>Filter</b>. The filters include:</p> <ul style="list-style-type: none"> <li>• <b>Show All</b> – The default filter that displays all of the Collaboration Sessions.</li> <li>• <b>Open Rooms</b> – Displays all of the sessions that are currently being used.</li> <li>• <b>Rooms with Archives</b> – Displays completed sessions that have an archive.</li> <li>• <b>Rooms Available in the Future</b> – Displays sessions that are scheduled to take place in the future.</li> </ul>
search for a session	the <b>Session Name, Start Date</b> or <b>End Date</b> option and then enter a value in the field. Click <b>Search</b> .
enter a session	<b>Join</b> next to the session. The Virtual Classroom or Chat for that session will open.
access the archives for a session	<b>Archives</b> next to the session. The Session Archives page will appear.
change the name, availability, or tools used during the session	<b>Manage</b> next to the session. The Modify Collaboration Session page will appear.
delete a session	<b>Remove</b> next to the session. This action is irreversible.

## Create/Modify Collaboration Session

### Overview

Instructors create new Collaboration Sessions using the Virtual Classroom or the Chat from the Create Collaboration Session page. Instructors can schedule sessions for specific dates and times and choose how long the sessions will be. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The difference being, the Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens with populated fields.



COURSES > AMERICAN HISTORY UNTIL 1865 > CONTROL PANEL > COLLABORATION > CREATE COLLABORATION SESSION

### Create Collaboration Session

**1 Name Your Session**

Session Name: HIST101 08/01/02 10:25

**2 Schedule Availability**

Select Date(s) of Availability: Start After

Aug 01 2002 10:25 AM

End After

Aug 01 2002 10:25 AM

Available:  Yes  No

**3 Collaboration Tool**

Choose a collaboration tool for this session: Lightweight Chat

**4 Submit**

Click "Submit" to finish. Click "Cancel" to abort this process.

### Find this page

Follow the steps below to open the Create Collaboration Session page or the Modify Collaboration Session page.

- Step 1** Click **Collaboration** in Course Tools of the Course Control Panel.
- Step 2** Click **Create Collaboration Session** on the Collaboration Sessions page or click **Manage** next to a Collaboration Session to access the Modify Collaboration Session page.

### Fields

The table below details the fields on the Create Collaboration Session page and Modify Collaboration Session page.

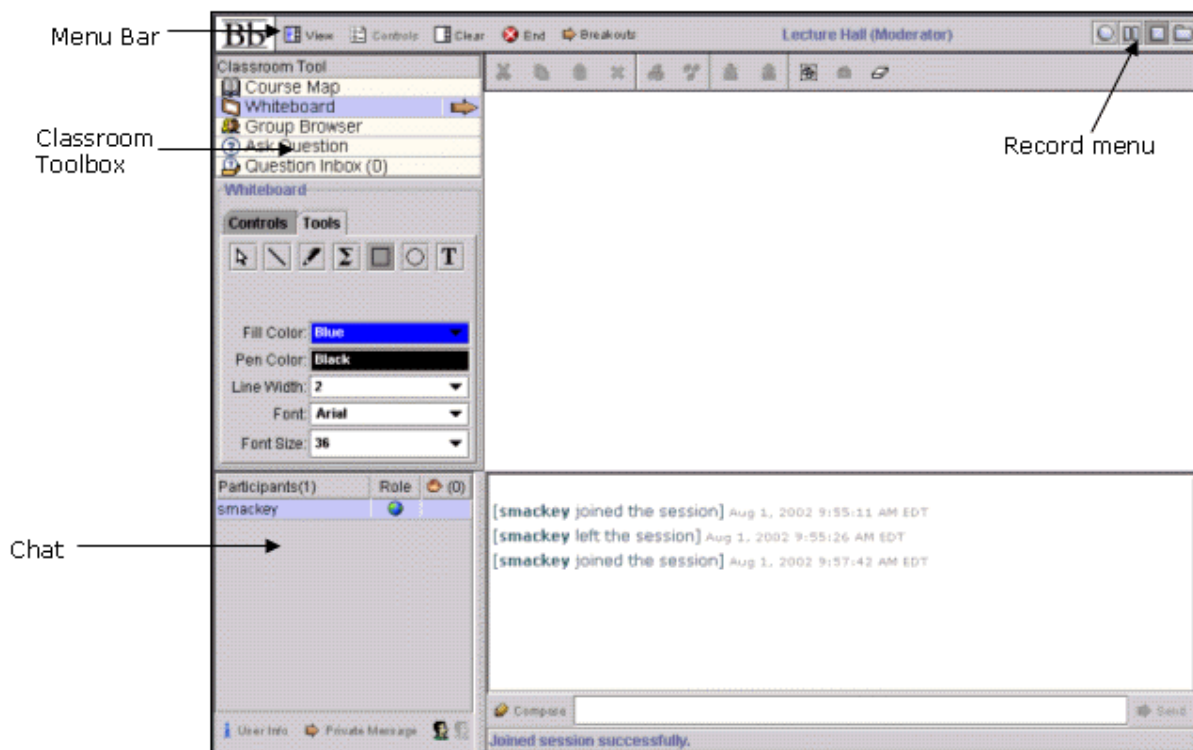
Field	Description
<b>Name Your Session</b>	
<b>Session Name:</b>	Enter the name of the session.
<b>Schedule Availability</b>	

<b>Select Date(s) of Availability:</b>	<p>A Start and End date and time for the Collaboration Session can be set, but is not required. If these are not selected then the session is always open and available for participants. There is also the option to choose either a Start or an End date and time.</p> <ul style="list-style-type: none"> <li>• Click the <b>Start After</b> check box to choose a date and time to begin the Collaboration Session. The date can be selected by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists.</li> <li>• Click the <b>End After</b> check box to choose when the session will end. The date can be selected by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists.</li> </ul>
<b>Available:</b>	<p>Select <b>Yes</b> to make the session available to Students. Select <b>No</b> and the session will not be visible to Students.</p>
<b>Collaboration Tools</b>	
<b>Choose a collaboration tool for this session:</b>	<p>Select the tool that will be used during this session from the drop-down list. The two types of Collaboration Tools are:</p> <ul style="list-style-type: none"> <li>• <b>Virtual Classroom</b> - Allows users to enter a real-time discussion with Instructors, Students, and colleagues, access the Web, and engage in question and answer sessions.</li> <li>• <b>Chat</b> - The Chat is part of the Virtual Classroom, but can also be accessed separately. It allows users to open just the chat function of the Virtual Classroom.</li> </ul>

## Virtual Classroom

### Overview

The Virtual Classroom is a Collaboration Tool that allows Instructors and Students to participate in real time lessons and discussions and also view archives of previous Collaboration sessions. The main area of the Virtual Classroom includes all of the functions available to users. From this area Instructors can manage the session through the system controls, interact with participants, and use the Whiteboard to post content, open Web pages, and draw. The Instructor has the ability to control access and functionality for other participants in the session.



### Find this page

Follow the steps below to open a Virtual Classroom.

- Step 1** Click **Collaboration** in Course Tools of the Control Panel.
- Step 2** Click **Join** next to one of the Collaboration Sessions. The session names appear under the **Tools** column.

### Virtual Classroom areas

The table below details the areas of the Virtual Classroom.

Part	Function
Menu Bar	Allows the Instructor to administer the Collaboration Session. This includes managing participation, monitoring breakout sessions, and ending the session.

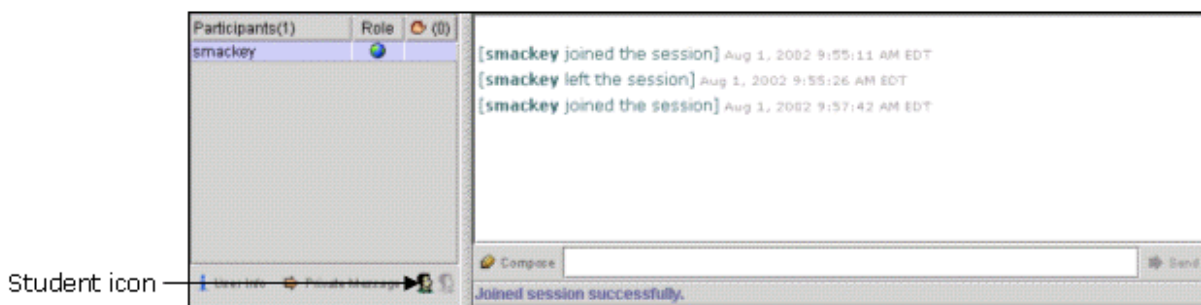
<a href="#">Record Menu</a>	Allows the Instructor to record and store the session for future use in the archives.
<a href="#">Classroom Toolbox</a>	Includes all of the tools used during the Virtual Classroom session. This includes searching for Web sites, asking and answering questions, utilizing the Whiteboard, and accessing the Course Map.
<a href="#">Chat</a>	The main section where interaction between the participants takes place. Allows participants to compose messages, raise their hands to ask questions, and activate private messages.

## User Roles

Instructors control user access and functionality during a Collaboration Session by assigning roles. There are two roles available for users, Passive and Active. All participants have a passive role as a default at the beginning of a session. To make a user Active the Instructor selects a User Name in the Participant List, then clicks the Student icon. The Student icon will appear in the Role column next to those Students who are Active.

Instructors can change a Student's role at any time during a Collaboration Session. Users who are Passive, but would like Active rights, can "raise their hand" by clicking the hand icon, visible on their screen. When the Instructor clicks the hand icon next to a participant name or clicks the Student icon the user is granted an Active role.

The Instructor uses the [Controls](#) to determine the access rights for Passive and Active Users. Access rights include the ability to chat during a session, as well as access to the Course Map, Whiteboard, and Group Browser. Users do not have rights to archive sessions, end the session, clear other users display panels, or manage the Session Controls.

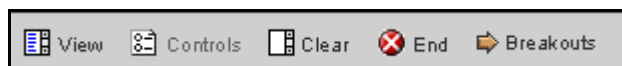


## Menu Bar

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### Overview

The Virtual Classroom Menu Bar allows the Instructor to manage session controls, breakout options, and the end of the session.



### Functions

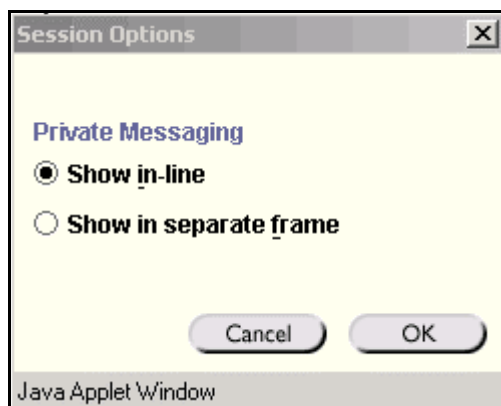
The functions available in the Menu Bar are outlined in the table below.

Function	Description
<a href="#">View</a>	Choose an option for viewing Personal Messages in the Virtual Classroom.
<a href="#">Controls</a>	Select the tools that are accessible to users during a session.
<a href="#">Clear</a>	Clear the session display.
<a href="#">End</a>	End the session and expel all users.
<a href="#">Breakouts</a>	Create a breakout room for a group of participants. Breakout sessions are not available from the Lightweight Chat.

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### View

View allows the Instructor and participants to select options for how they would like to view private messages.



Select **Show in-line** to view private messages within the chat area. Select **Show in separate frame** to view private messages in a separate window.

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### Controls

Session Controls allow the Instructor to select the level of access Passive and Active users have during a Collaboration Session. Access to session areas that is granted to Passive users is automatically also granted to Active users. All Access Rights are available to Instructors, even if they are turned off for users.

**Note:** For more information on roles see [User Roles](#) in the Introduction to the Virtual Classroom topic.

	Passive User	Active User
Chat	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Private Messaging	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course Map	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Whiteboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Group Browser	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ask Question	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Question Inbox	<input type="checkbox"/>	<input type="checkbox"/>

**End Session**  
 End session and expel all users

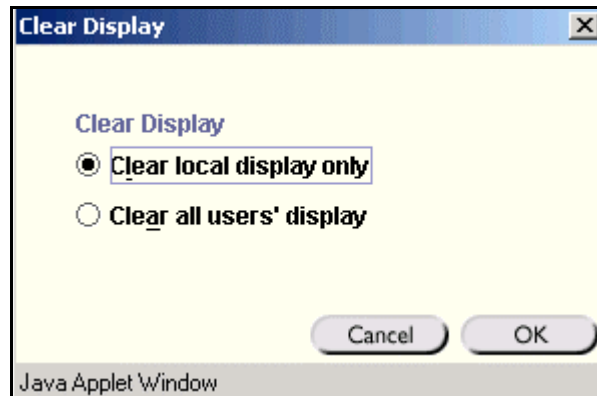
Cancel OK

The table below details the fields on the Session Controls pop-up window.

Field	Description
<b>Access Rights</b>	
<b>Chat</b>	Select <b>Active</b> to enable Active users to chat. Select <b>Passive</b> to enable Passive users to chat.
<b>Private Messaging</b>	Select <b>Active</b> to enable Active users to send private messages during the session. Select <b>Passive</b> to enable Passive users to use Private Messaging.
<b>Course Map</b>	Select <b>Active</b> to enable Active users to access the Course Map. Select <b>Passive</b> to enable Passive users to access the Course Map.
<b>Whiteboard</b>	Select <b>Active</b> to enable Active users to access the Whiteboard. Select <b>Passive</b> to enable Passive users to access the Whiteboard.
<b>Group Browser</b>	Select <b>Active</b> to enable Active users to use the Group Browser. Select <b>Passive</b> to enable Passive users to use the Group Browser.
<b>Ask Question</b>	Select <b>Active</b> to enable Active users to Ask Questions during a session. Select <b>Passive</b> to enable Passive users to Ask Questions during a session.
<b>Question Inbox</b>	Select <b>Active</b> to enable Active users access the Question Inbox. Select <b>Passive</b> to enable Passive users access the Question Inbox.
<b>End Session</b>	
<b>End session and expel all users</b>	Check this box to end the session and remove all users. This action is irreversible.

## Clear

Clear enables the Instructor to erase the chat display.

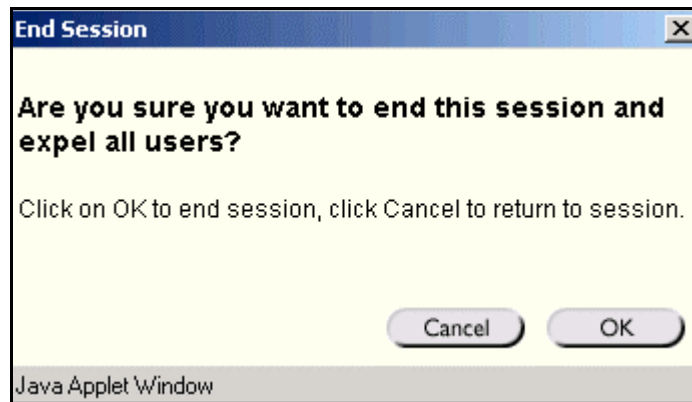


The Instructor can select **Clear local display** to clear the display on their personal chat window or **Clear all users' display** to clear the chat window for all of the participants. When everyone's chat display is cleared messages that were on the screen are still captured in the archive.

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## End

This tool ends the Virtual Classroom Session.

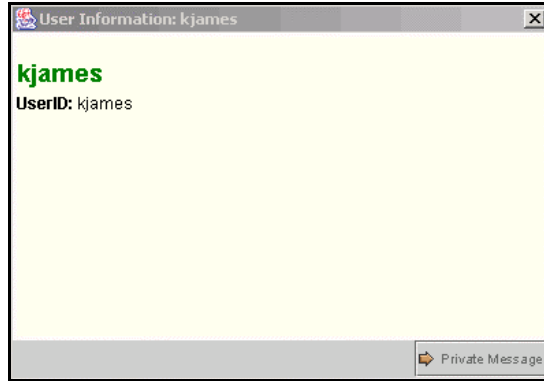


Click **OK** to end the session. This expels all users participating in the session. Click **Cancel** to return to the Virtual Classroom.

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## Breakouts

This tool allows select users to participate in a separate session, while also participating in the main session. Users who enter a Breakout session are still active in the main Virtual Classroom Session. If a Breakout session is closed users are still active in the main session. Breakout sessions default to the same settings as the main session.



Select the checkboxes for the users who will participate in the breakout session.

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## Record Menu

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



### Overview

Virtual Classroom and Chat sessions can be recorded and archived. Archive recording can be started and stopped, as well as paused and un-paused by the Instructor during the session. A session can have more than one archive. If the Instructor selects **End** to stop a session then the recorder will automatically stop recording the session.



### Record menu

The table below details the buttons that appear on the Record menu.

Button	Description
	Click <b>Start</b> to begin recording a session. The user will be prompted to name the archive. A default name will pre-populate this box. The user can click <b>Submit</b> to keep the default name or makes changes then submit it.
	Click <b>Pause</b> to pause a recording once it has started. Click this button again to <b>Un-pause</b> the recording and begin recording again. Pause and un-pause will be marked and timestamped in the archive.
	Click <b>Stop</b> to end recording the session. When <b>Stop</b> is selected the archive is completed and a stop marker and time/date stamp will be included at the end of the archive.
	Click <b>Bookmark</b> to insert a bookmark anywhere in the archive of the session. The Instructor can also include a name for the bookmark.

### Recording the Whiteboard

The **Snapshot** button in the Whiteboard Tool bar is used to record the Whiteboard in the archive. The Instructor clicks the **Snapshot** button to record an image of the Whiteboard. The image of the Whiteboard in the archive corresponds with when it was recorded. The **Snapshot** button can not be activated unless the session is being recorded.

### Session Archives

The Instructor must make an archive available before Students can view it. For more information see [Archive Properties](#).

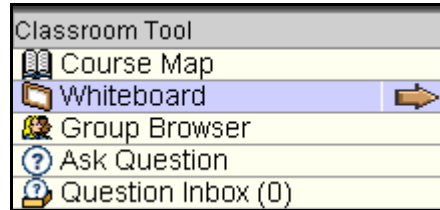
## Classroom Tool Box

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### Overview

The Classroom Toolbox allows the Instructor to use the different tools available within the Virtual Classroom. The Instructor can:

- use the Whiteboard
- access Web sites
- answer questions from the participants
- view the Course Map



### Find the Classroom Toolbox

Follow the steps below to view the Classroom Toolbox.

- Step 1** Open a Virtual Classroom session.
- Step 2** The Classroom Toolbox frame appears on the left side of the Virtual Classroom. To begin using an item in the toolbox, click the name of the tool.

### Tools

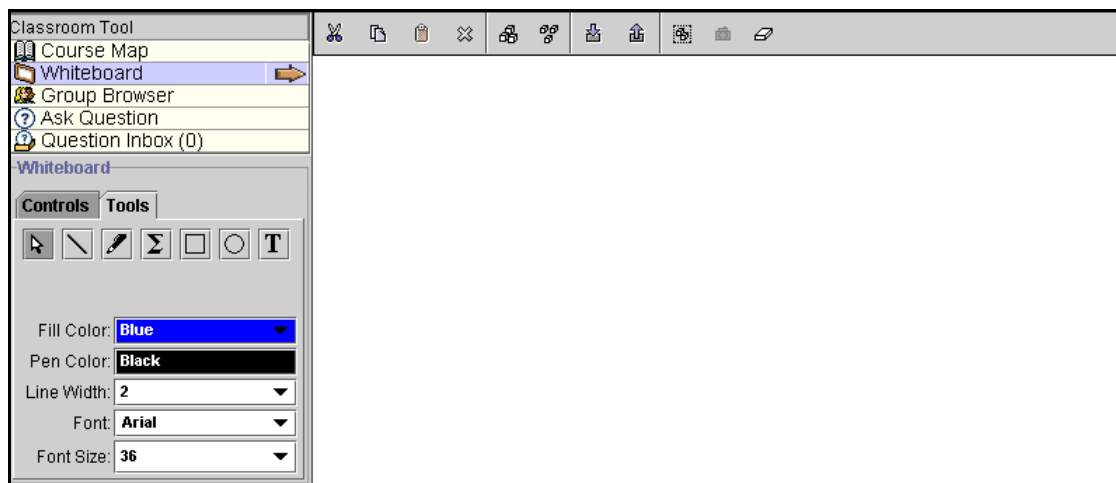
The following Tools are available in the Classroom Toolbox.

Part	Function
<a href="#">Whiteboard</a>	Enables participants to present several different types of materials to the Virtual Classroom participants.
<a href="#">Group Browser</a>	Enables participants to collaboratively browse the Web during a session.
<a href="#">Course Map</a>	Enables participants to browse and view the Course Contents while they are in a session.
<a href="#">Ask Question</a>	Enables participants to ask questions.
<a href="#">Question Inbox</a>	Enables to Instructor to manage questions from the participants during a session.

## Whiteboard

### Overview

The Whiteboard enables the Instructor and participants to present information during a Virtual Classroom session as they would on a blackboard in a classroom. Using the Tools palette in the Whiteboard, an Instructor can draw images, type text, and present equations. The Whiteboard Tool bar enables users to manipulate items on the Whiteboard and to take a picture of the Whiteboard for the archive.



### Find the Whiteboard

Follow the steps below to locate the Whiteboard.

- Step 1** Open a Virtual Classroom session.
- Step 2** The Whiteboard frame appears as a blank white space on the left side of the Virtual Classroom. Select **Whiteboard** in the Classroom Toolbox to view the tools available for the Whiteboard. Click the name of the tool to begin using it.

### Whiteboard Tools palette functions

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












To . . .	click . . .
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select an item	<p>the <b>Arrow</b> tool. Then click on an item to select. The following may be performed on selected items:</p> <ul style="list-style-type: none"> <li>• Enlarge: Click one of the small black boxes that surround the item and drag it to the desired size.</li> <li>• Move: Click the item and move it to the desired location</li> <li>• Cut: Click the Whiteboard menu item, then click the <b>Cut</b> icon.</li> <li>• Copy: Click the Whiteboard menu item, then click the <b>Copy</b> icon.</li> <li>• Paste: Click the Whiteboard menu item, then click the <b>Paste</b> icon.</li> <li>• Delete: Click the Whiteboard menu item; click on the selected object; then click the <b>Delete</b> icon.</li> <li>• Group items: Click the Whiteboard menu items, click the <b>Group</b> icon.</li> <li>• Ungroup: Click a Whiteboard menu item in a group, then click the <b>Ungroup</b> icon.</li> <li>• Place in front: Click the Whiteboard menu item; click on selected object; then click the <b>Bring to front</b> icon.</li> <li>• Place in back: Click the Whiteboard menu item; click on the selected object; then click the <b>Send to back</b> icon.</li> <li>• Take a picture of the whiteboard for the archive: Click the <b>Snapshot</b> icon.</li> <li>• Select all figures on the Whiteboard: Click the <b>Selects all Figures</b> icon.</li> </ul>
draw free hand	the <b>Pencil</b> drawing tool.
enter text using the keyboard	the text tool ( <b>T</b> ) then the Whiteboard area. A Whiteboard Text Input box appears. Type the text in the box and click <b>Insert</b> . Use the options in the Tools palette to select color, font, and size.
draw a straight line	the <b>Slanted Line</b> icon.
highlight something with an arrow	the <b>Pointer</b> .
draw a square	the <b>Square</b> drawing tool. Choose the color of the square in the <b>Fill Color</b> drop-down list.
draw a circle	the <b>Oval</b> drawing tool. Choose the color of the circle in the <b>Fill Color</b> drop-down list.
input an equation	the Equation Editor icon ( <b>Σ</b> ). The Equation Editor will appear. Input the equation and click <b>Insert Equation</b> .

### Whiteboard Tool bar functions

The table below details the tools available on the Whiteboard Tool bar. Before clicking a button on the Tool bar the item (or items) must be selected using the Arrow tool.

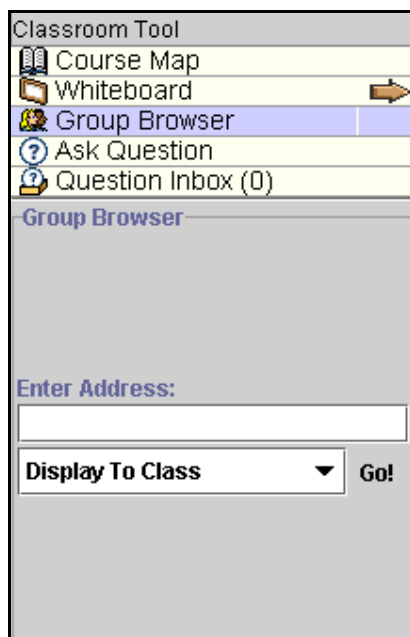
For example, to delete an item, the user would select the item using the Arrow tool then click the **Delete** button.

<b>Function</b>	<b>Description</b>
 <b>Cut button</b>	Remove an item from the Whiteboard that may be pasted in another location.
 <b>Copy button</b>	Copy an item from the Whiteboard that may be pasted in another location.
 <b>Paste button</b>	Place an item that has been cut or copied in another location.
 <b>Delete button</b>	Remove an item from the Whiteboard. This action is irreversible.
 <b>Group button</b>	Select a number of items on the Whiteboard to act as one item. For example, to cut more than one item, select a few items using the Arrow tool, click the <b>Group</b> symbol to group the items into one, then click the <b>Cut</b> symbol.
 <b>Ungroup button</b>	Separate a group of items on the Whiteboard into individual entities.
 <b>Send to Back button</b>	Place the selected item behind other items on the Whiteboard.
 <b>Send to Front button</b>	Place the selected item in front of other items on the Whiteboard.
 <b>Select All button</b>	Choose all items on the Whiteboard.
 <b>Snapshot button</b>	Take a picture of the Whiteboard for the archive. The Snapshot button is not activated unless a session is being recorded. The picture will appear in the archive at the point where the snapshot was taken. This button may also be used to take a picture and create a link to the Whiteboard for users using the accessible version of the Collaboration Tool.
 <b>Clear button</b>	Clear the Whiteboard. This action is irreversible.

## Group Browser

### Overview

The Group Browser enables participants to collaboratively browse the Web during a Virtual Classroom session. The Instructor uses this tool to open a URL in a new browser window for all participants. URLs viewed in the session will be recorded in the archive if one is created.



### Find the Group Browser

Follow the steps below to locate the Group Browser.

- Step 1** Open a Virtual Classroom session.
- Step 2** Select the **Group Browser** in the Classroom Toolbox to begin using this tool.

### Functions

The table below details the available functions in the Group Browser.

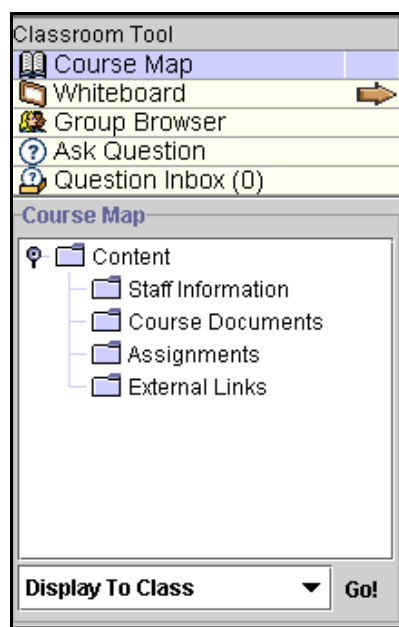
To . . .	then . . .
open a Web site	Enter the URL in the <b>Enter Address</b> field.
choose where to display the Web site	click <b>Display To Class</b> in the drop-down list to display the window in the Whiteboard area of the Virtual Classroom or click <b>Preview in New Window</b> to open the Web site in a new browser window. This window will only be displayed to the Instructor.
return to the Whiteboard from a Web page	click the <b>Whiteboard</b> under Classroom Tools and select the Controls tab. Select a page to view on the Whiteboard and click <b>Display</b> .

## Course Map

### Overview

The Virtual Classroom allows Instructors and Students to participate in real-time lessons and discussions. The Course Map enables participants to browse the Course Contents while they are in a Virtual Classroom. By default, the Instructor has access to operate the Course Map.

**Note:** The Course Map in the Virtual Classroom appears similar to the Course Map, accessed through the Course menu, but they are functionally different. The Course Map in the Virtual Classroom can only access Content Areas in a course.



### Find the Course Map

Follow the steps below to locate the Course Map.

- Step 1** Open a Virtual Classroom session.  
**Step 2** Select the **Course Map** in the Classroom Toolbox to begin using this tool.

### Functions

The table below details the available functions in the Course Map.

To . . .	click . . .
display an element on the map to all participants	the content area in the Course Map and select <b>Display To Class</b> in the drop-down list.
display an element on the map in a separate window	the content area in the Course Map and select <b>Preview in New Window</b> in the drop-down list. The new window is only visible to the Instructor.

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refresh the Course Map during a Collaboration Session	<b>Refresh Tree</b> in the drop-down list. This will update the Course Map to match the latest Course menu on the course Web site.
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### Tips and Tricks

Instructors may use the Course Map to review Assessments during a Collaboration Session. The Instructor may locate and open an Assessment from the Content Area where it has been posted through the Course Map. Students may also open the Assessment from this Content Area to view the questions and answers they submitted. The feedback options in [Test Options](#) must be enabled by the Instructor for Students to view the correct and incorrect answers on an Assessment.

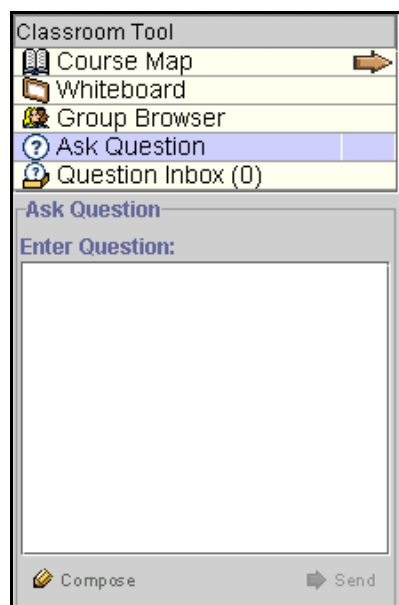
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## Ask Question

### Overview

The Ask Question feature enables participants to ask questions during a Virtual Classroom session. As participants submit questions during the session the Instructor can view and respond to them through the Question Inbox.

Instructors may use the Ask Question feature, but only Students who have been granted Access Rights to the Question Inbox through the Session Controls will be able to view them. To ask questions of all participants the Instructor may want to use the Whiteboard.



### Find Ask Question

Follow the steps below to access the Ask Question tool.

- Step 1** Open a Virtual Classroom session.  
**Step 2** Select **Ask Question** in the Classroom Toolbox to begin using this tool.

### Functions

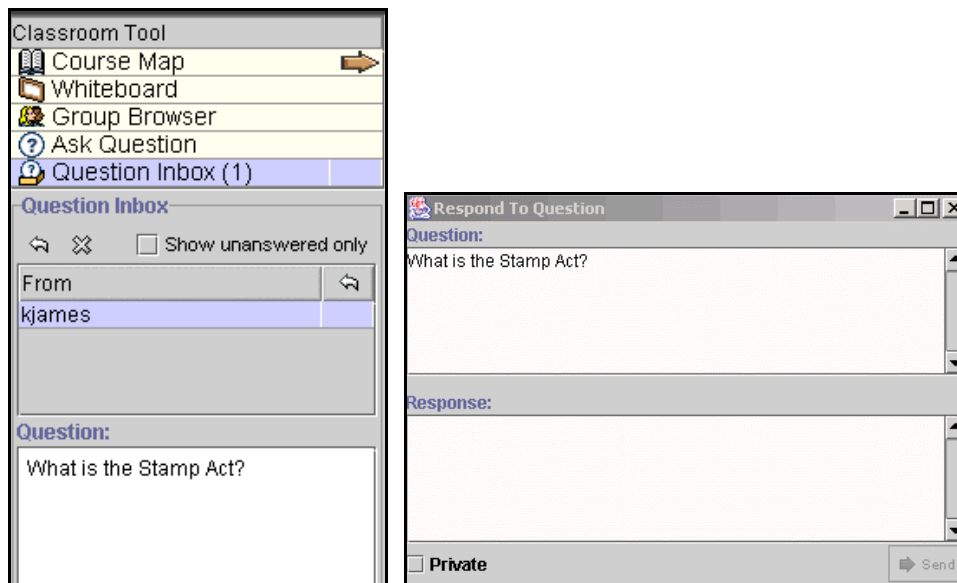
The table below details the available functions in the Ask Question Tool.

To . . .	click . . .
compose a question	<b>Compose</b> in the Ask Question area. Enter the question in the text box and click <b>Send</b> .
send the question to the Instructor	<b>Send</b> .

## Question Inbox

### Overview

Questions from participants to the Instructor are sent to the Question Inbox during the Virtual Classroom session. The Instructor uses the Question Inbox to manage questions and respond to them during a Collaboration Session.



### Find Respond to Question

Follow the steps below to access the Respond to Question tool.

- Step 1** Open a Virtual Classroom session.  
**Step 2** Select **Question Inbox** in the Collaboration Tool.

### Functions

The table below details the functions available in the Question Inbox Tool.

To . . .	click . . .
respond to a question	the user name in the <b>From</b> list and click the <b>Respond to Question</b> icon. The Respond to Question pop-up window will appear.
delete a question	the user name in the <b>From</b> list and click the <b>Delete</b> icon.
view only questions that have not been answered	the option next to <b>Show unanswered only</b> .

### Respond to Question pop-up window fields

The table below details the fields in the Respond to Question pop-up window.

Field	Description
<b>Question</b>	Question that was submitted to the Instructor.

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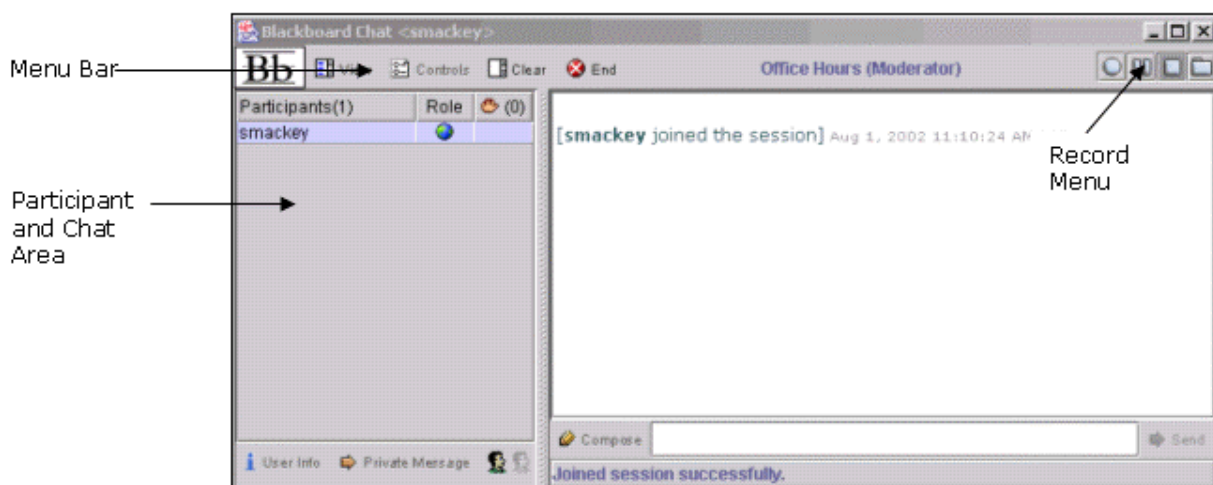
<b>Response</b>	Enter the response to the question.
<b>Private</b>	Select this option to make the response to the question private. If marked private, the response will only be sent to the person who submitted the question.

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## Lightweight Chat

### Overview

The Lightweight Chat allows participants to interact with each other and the Instructor via a text-based chat region. This region is part of the Virtual Classroom, but can also be accessed separately without the rest of the tools that make up the Virtual Classroom.



### Find the Chat

Follow the steps below to access the Lightweight Chat.

- Step 1** Click **Collaboration** in Course Tools of the Control Panel.
- Step 2** Click **Join** next to one of the Collaboration Sessions. The Chats are noted under the **Tools** column.

### Functions

The table below details the areas of the Chat.

Part	Function
Menu Bar	Allows the Instructor to manage the Collaboration Session. This includes tracking participation, monitoring breakout sessions, and ending the session.
Record Menu	Allows the Instructor to record and store the session for future use in the archives.
Participant Area	Manage the participation of Students in the Collaboration Session.
Chat Area	Text based communications between the participants and the Instructor are displayed here. A separate area for private messages and questions can be created in the Chat Area.

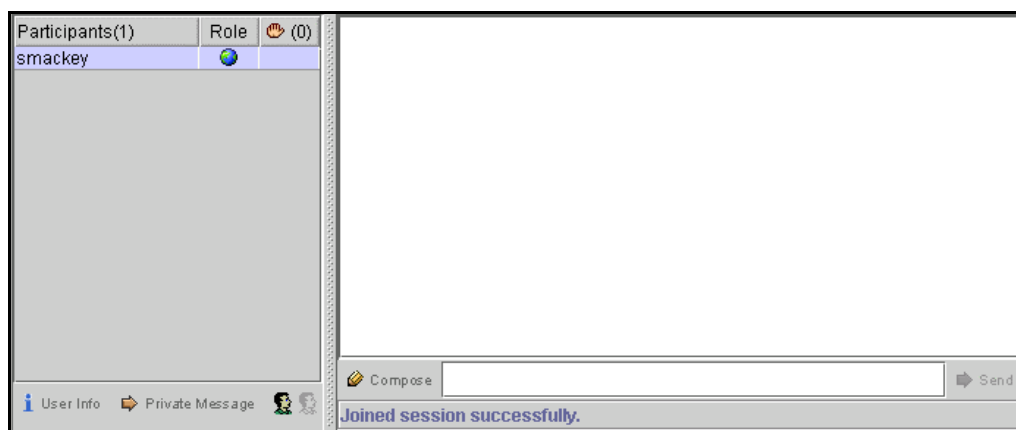
## Participant and Chat Area

### Overview

The Lightweight Chat is a Collaboration Tool that allows participants to interact with each other and the Instructor via a text-based chat region. The chat region is part of the Virtual Classroom, but can also be accessed separately in the Lightweight Chat without the additional tools that make up the Virtual Classroom.

The Participant Area displays the names of all of the participants in the Chat session and allows the Instructor to manage their participation. This area also displays which participants have requested to speak and which have been recognized. The Chat area displays all of the text-based communication between the participants and the Instructor during a chat session.

The Instructor can open a separate window to address private questions and comments from participants during the Virtual Classroom session.



### Functions

The table below details the functions available in this area.

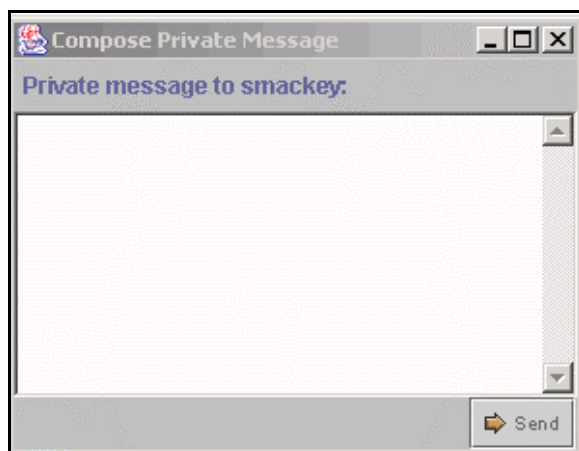
To . . .	then . . .
enter a message for the class to read	type the message in the <b>Compose</b> field. Click <b>Send</b> . Messages will appear in the chat space above the <b>Compose</b> field.
view user information	select a participant in the Participant list and click <b>User Info</b> .
allow a participant to join in the chat session	click the hand symbol next to the user name.
send a private message to a participant	Select a participant in the Participant List and then click <b>Private Message</b> . The Compose Private Message pop-up window will appear.

## Private Messages

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### Overview

The Instructor can send and receive private messages from the participants during the Virtual Classroom or Chat session. Participants can send private messages to each other if the Instructor enables this tool in the Session Controls. Private messages are not recorded or archived.



### Find the Private Message pop-up window

Follow the steps below to access the Private Message pop-up window.

- Step 1** Open a Collaboration session.
- Step 2** In the chat area, select a **participant's name** and click **Private Message**.
- 

### Functions

The table below details the functions available in the Compose Private Message pop-up window.

To...	then...
send a Private Message	enter the message in the text box and click <b>Send</b> .
send an equation	click Equation Editor icon ( $\Sigma$ ). The Equation Editor and Compose Private Message text box opens. Enter text and the equation, click <b>Send</b> . This is only available in a Virtual Classroom session, not in a Chat session.

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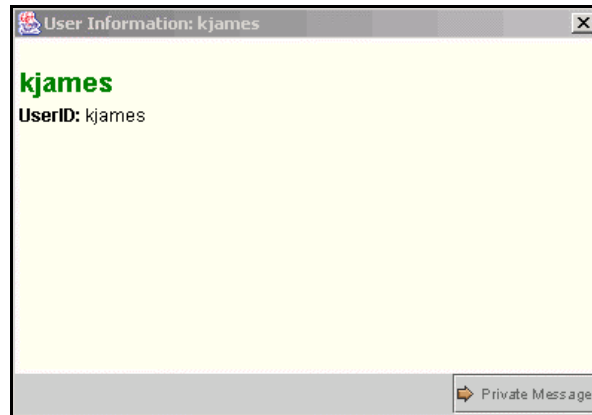
## User Info

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### Overview

The User Information pop-up window can be accessed during a chat session to display personal information about the user such as name, email address, and any other information the user has chosen to add to their profile.

**Note:** Users set up their profile through **Tools** on the Course menu. The **Personal Information** tool enables them to select information to include in their user profile.



### Find the User Information pop-up window

Follow the steps below to access the User Information pop-up window.

- Step 1** Open a Collaboration session.
- Step 2** Select a participant in the Participant List and click **User Info**. The User Information pop-up window will appear.

### Send a Private Message

To send a private message to the user, click **Private Message**. The Compose Private message pop-up window will appear.

## Session Archives

### Introduction

Session Archives allow Instructors and Students to review the discussions and questions raised during a Collaboration Session. Sessions are archived by date and the option to remove an archive is available.

### Find this page

Follow the steps below to access the Session Archives page.

- Step 1** Open Collaboration in Course Tools on the Course Control Panel  
**Step 2** Click **Archives**, next to a session that has archives.

### Functions

The table below describes the functions available on this page.

To . . .	click . . .
search for an Archive in the Collaboration Session	the <b>Archive Name</b> or <b>Creation Date</b> option in the <b>Search by:</b> field. Enter the name of the archive or the date it was created in the field and click <b>Search</b> .
open an archive	the archive under the Archive name column.
change the name or availability of an archive	<b>Manage</b> . The Archive Properties page will appear.
remove an archive	<b>Remove</b> . This action is irreversible.

## Archive Properties

### Introduction

Session Archives allow Instructors and Students to review the discussions and questions raised during a Collaboration Session. The Archive Properties page allows the Instructor to change the name and availability of an archive session.

**Note:** The Instructor must make an archive available for participants to view it.

### Find this page

Follow the steps below to open the Archive Properties page.

- Step 1** Click **Collaboration** in the Course Tools section of the Course Control Panel.
- Step 2** Click **Archives** next to a session that has archives.
- Step 3** Click **Manage** next to an archive.

### Fields

The table below describes the fields available on this page.

Field	Description
<b>Edit Archive Name</b>	
<b>Archive Name:</b>	Enter or modify the name of the archive.
<b>Availability to Students</b>	
<b>Available:</b>	Select <b>Yes</b> and Students will be able to view this archive. Select <b>No</b> and this archive will be unavailable to Students.