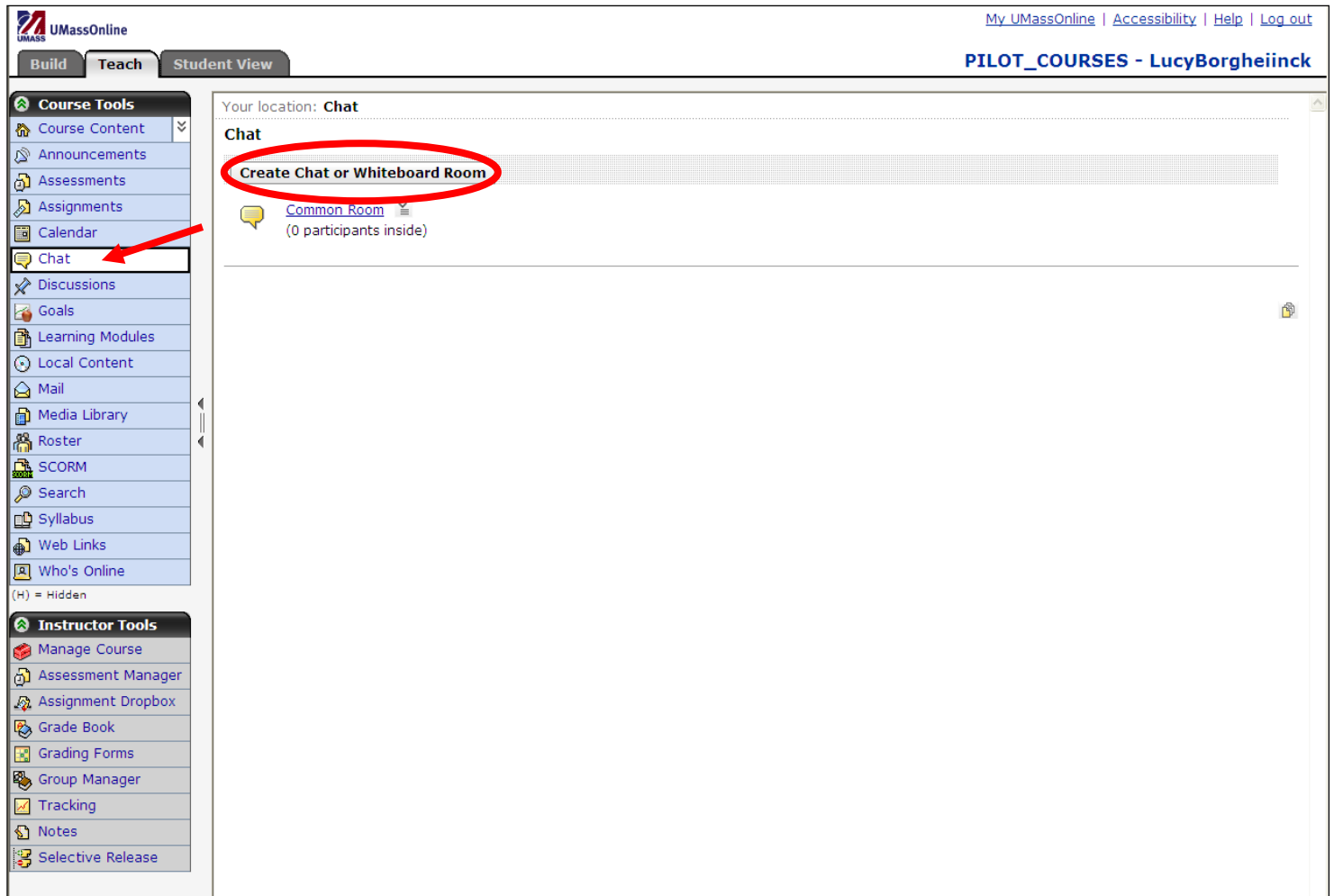


## Chat Rooms

### Creating a Chat Room

1. From the Build or Teach tab, go to the Course Tools menu and click on the Chat tool.
2. Click on Create Chat or Whiteboard Room.



The screenshot displays the UMassOnline interface. At the top, there are navigation tabs for 'Build', 'Teach', and 'Student View'. The 'Teach' tab is active. On the right side, the course name 'PILOT\_COURSES - LucyBorgheiinck' is visible. The left sidebar contains two main sections: 'Course Tools' and 'Instructor Tools'. In the 'Course Tools' section, the 'Chat' option is highlighted with a red arrow. In the main content area, the 'Chat' tool is selected, showing a 'Your location: Chat' header. Below this, the option 'Create Chat or Whiteboard Room' is circled in red. A link for 'Common Room' is also visible, indicating 0 participants inside.

Questions? Contact the Library (617) 735-9927  
Ask for Blackboard Vista 8.0.1 support.

Emmanuel College Library, Boston

3. Give the chat room a Title and Description. Below the text boxes choose the number of people that will be allowed to chat together at one time.
4. Next, you have the choice of using the chat function, the whiteboard function, or both.
5. Remember to click Save.

UMassOnline | My UMassOnline | Accessibility | Help | Log out

Build Teach Student View

PILOT\_COURSES - LucyBorgheiinck

Your location: Chat > Chat > 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 Server Administrator is 1,000

**Type**

Chat and Whiteboard

Chat only

Whiteboard only

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

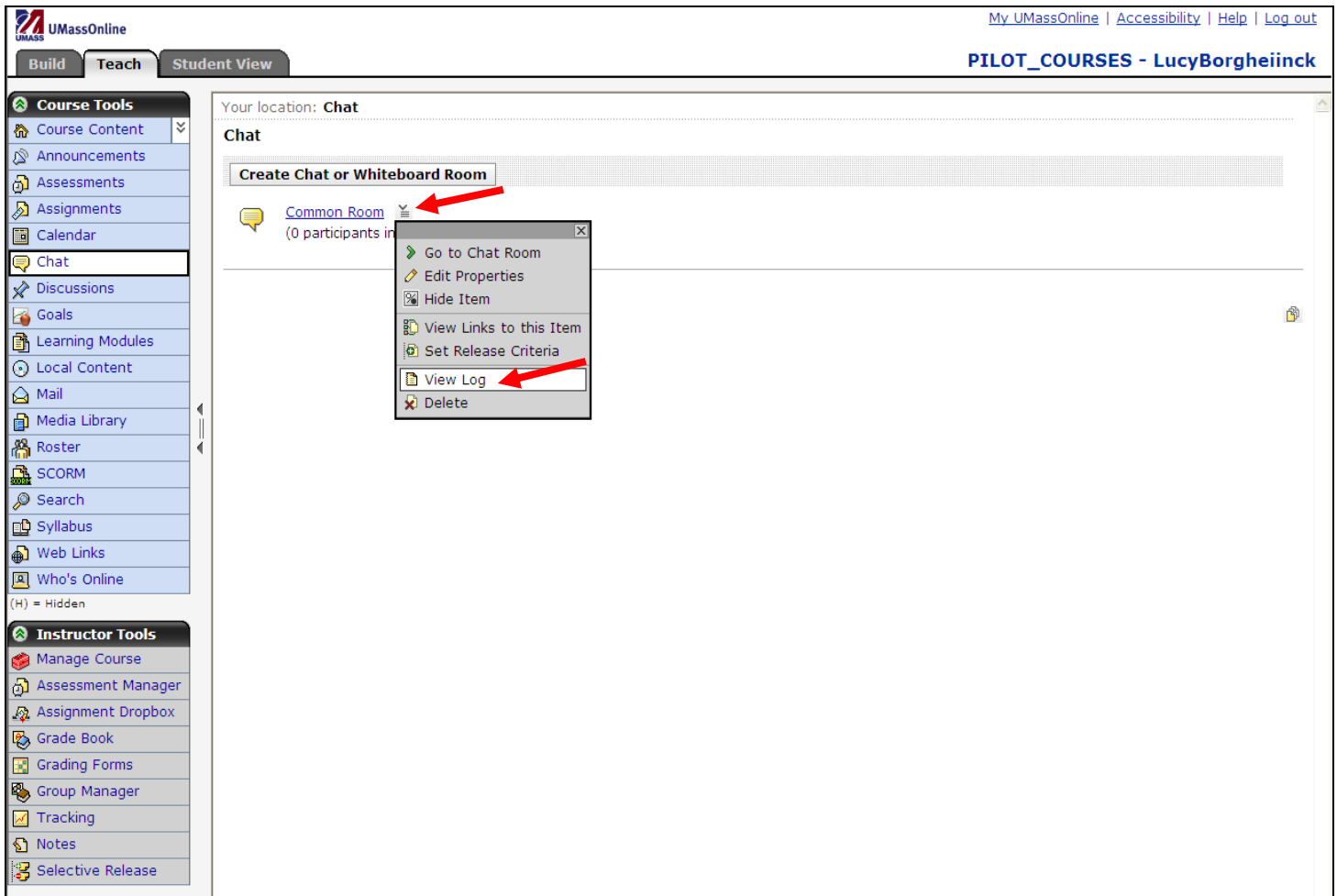
\* Required field

Questions? Contact the Library (617) 735-9927  
Ask for Blackboard Vista 8.0.1 support.

Emmanuel College Library, Boston

## Viewing a Chat Room Log

1. From the Teach tab, click on the Chat tool. Locate the room for which you want to view a log and click the arrow next to the title.
2. From the drop-down menu click View Log. If you want to print the log, use your browser's print function.
3. To clear the log, click Clear Log.



The screenshot displays the Blackboard Vista 8.0.1 interface. At the top, the UMassOnline logo is on the left, and navigation links for 'My UMassOnline', 'Accessibility', 'Help', and 'Log out' are on the right. Below the logo, the 'Teach' tab is selected, and the course title 'PILOT\_COURSES - LucyBorgheiinck' is visible. The left sidebar contains two main sections: 'Course Tools' and 'Instructor Tools'. The 'Course Tools' section includes 'Course Content', 'Announcements', 'Assessments', 'Assignments', 'Calendar', 'Chat', 'Discussions', 'Goals', 'Learning Modules', 'Local Content', 'Mail', 'Media Library', 'Roster', 'SCORM', 'Search', 'Syllabus', 'Web Links', and 'Who's Online'. The 'Instructor Tools' section includes 'Manage Course', 'Assessment Manager', 'Assignment Dropbox', 'Grade Book', 'Grading Forms', 'Group Manager', 'Tracking', 'Notes', and 'Selective Release'. The main content area shows the 'Chat' tool. A 'Create Chat or Whiteboard Room' button is at the top. Below it, a chat room titled 'Common Room' is listed with '(0 participants in)'. A red arrow points to the dropdown arrow next to the room title. A context menu is open, showing options: 'Go to Chat Room', 'Edit Properties', 'Hide Item', 'View Links to this Item', 'Set Release Criteria', 'View Log', and 'Delete'. A second red arrow points to the 'View Log' option.

## Granting and Denying Access or Participation

1. Inside the Chat Room, you will see a list of all participants in the lower right corner.
2. If a student is in the "Active" list, you may deny them access. Click on the student's name to highlight it. Below the list of participants you will see a Deny Access button. Click it.
3. Conversely, if a student is in the "Denied Access" list, you may grant them access. Click on the student's name to highlight it. Below the list of participants you will see a Grant Access button. Click it.

The screenshot displays the Blackboard Vista 8.0.1 interface for a chat room. The main window is titled "Welcome to Chat" and contains a "Common Room" with a "Whiteboard" and a "Chat" area. On the right side, there is a "Participant List" showing one active participant: "Lucy Borgheiinck(Ins)". Below the list, there are buttons for "Send", "Pass Microphone/Pen", "Mute", and "Deny Access". The "Deny Access" button is circled in red. A red arrow points to the "Participant List" area.

Questions? Contact the Library (617) 735-9927  
Ask for Blackboard Vista 8.0.1 support.

Emmanuel College Library, Boston