

# Blackboard Learn 9.1 Handouts

## Chat

Chat is a virtual meeting space, where you and your students can gather to communicate with each other using instant messaging. Chat can be used for a variety of applications such as online office hours, exam reviews, study groups, guest speakers, question and answer sessions, small group collaboration, and brainstorming sessions.

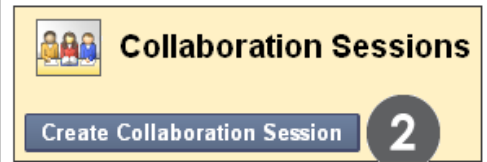
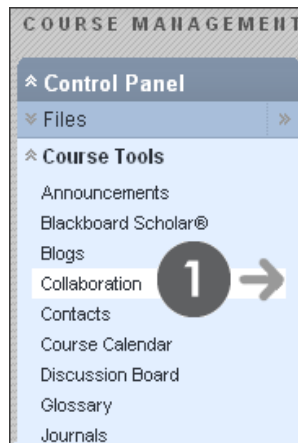
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### Creating Chat Sessions

► QUICK STEPS: creating a chat session

1. On the Control Panel, under Course Tools, select Collaboration.
2. On the Collaboration Sessions page, click Create Collaboration Session on the Action Bar.
3. On the Create Collaboration Session page, type a Session Name.
4. Under Schedule Availability, select the start and end time for the session, if you want.
5. Next to Available, select the Yes option.
6. Under Collaboration Tool, select Chat from the drop-down list.
7. Click Submit.

Each course contains a default Chat session titled Office Hours. You can rename or delete this default session.

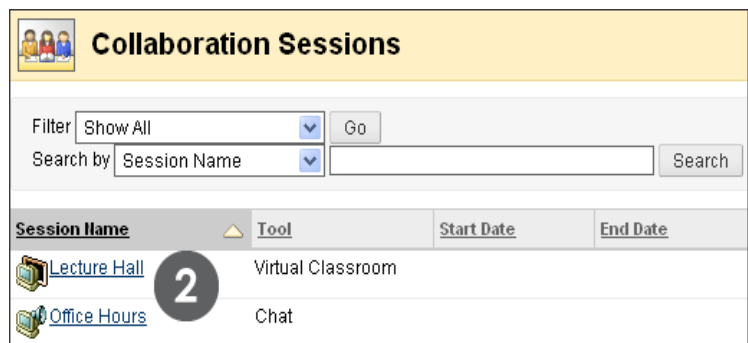


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### Participating in Chat Sessions

► QUICK STEPS: participating in a chat session

1. Access Tools and select Collaboration.
2. On the Collaboration Sessions page, click the Session Name link for the available Chat session you wish to join.
3. On the chat screen, compose a message.
4. Click Send.



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NOTE: A Launching Chat Tool page appears. Do not leave this page until you are done chatting. The chat session will open in a new browser window and may take a moment to load. Chat will not work if pop-up blockers are enabled. Either turn off your pop-up blocker or make your course site a trusted site.

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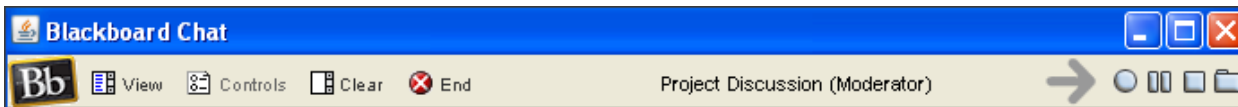
## Recording Sessions

Create a transcript of a chat session by recording a session using the recording functions on the right side of the Action Bar. Session recordings can be beneficial if student participation is graded. Students can use the recordings for review purposes, or if a chat session was missed. You can type a name for the recording or use the default name of the start date and time of the recording. You can create single or multiple recordings for a session.

### ► QUICK STEPS: recording a session

1. After joining a chat session, click the Begins recording function.
2. Type a name for the chat recording or use the default.
3. Click OK.

Begins recording, Pauses recording, Stops recording, Bookmark to add comments to the recording



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## Review Recordings

### ► QUICK STEPS: viewing a recorded chat session

1. Access the **Collaboration Sessions** page.
2. Click a session's Action Link to access the contextual menu.
3. Select **Recordings**.
4. On the **Session Recordings** page, click the name of the recording.

NOTE: In the Recording Duration column, the length of the session is listed. If several recordings exist, use the Search function on the Action Bar.

