

The following is a sample of a module from the original 13-part tutorial series I designed to introduce students WebCT and related issues when taking Internet courses at Corning Community College, and is available to students through the campus portal, MyCCC.

Partial, 5 pgs



CHAT/WHITEBOARD, WHO'S ONLINE & WEB LINKS

The following module will demonstrate a few additional features available in WebCT; we will take a brief look at *Chat/Whiteboard*, *Who's Online* and *Web Links*. **Note:** As for other features in WebCT, your instructor can choose whether or not to activate these tools in your course and list them in the *Course Tools* menu.

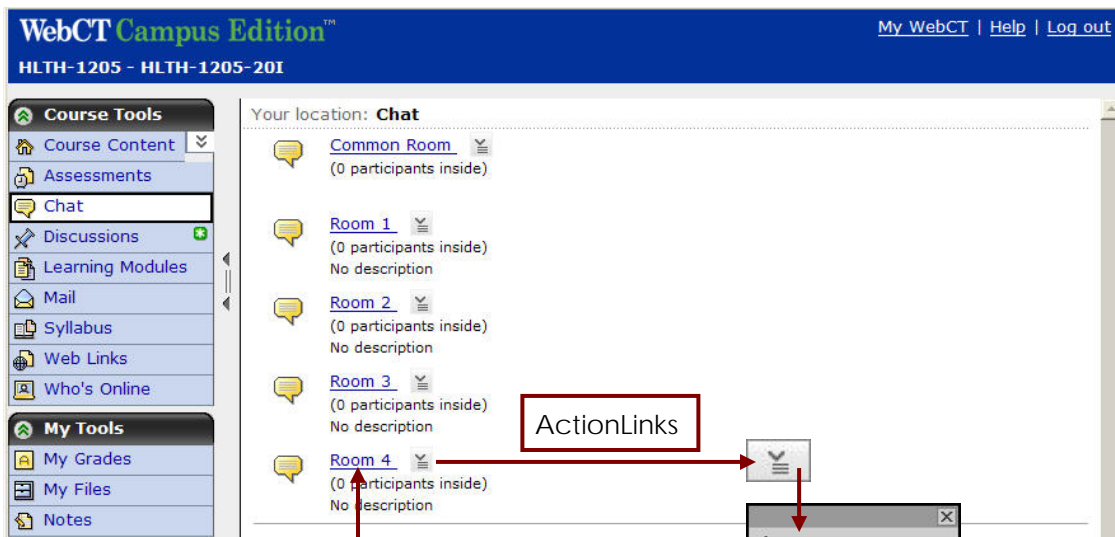
This document uses bookmark links to jump to different topics. To see the menu, click on the Bookmarks tab in the left of the Adobe Acrobat window.

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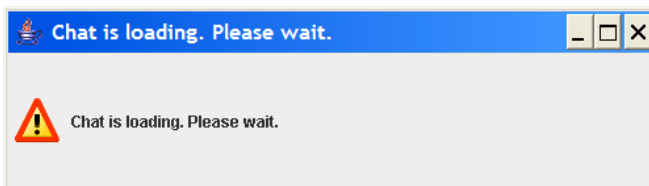
The Chat/Whiteboard

Let's begin with the *Chat* feature. *Chat* allows you to communicate in real time with other users in the course. You can use *Chat* to engage in real-time conversations with all students or selected students. If your instructor activates the whiteboard feature too, you can use this tool to draw objects, enter text, and import images that can also be viewed in real time by other users. To get started, click on *Chat* in the *Course Tools* menu to see a list of available chat rooms (your instructor may only setup one room).



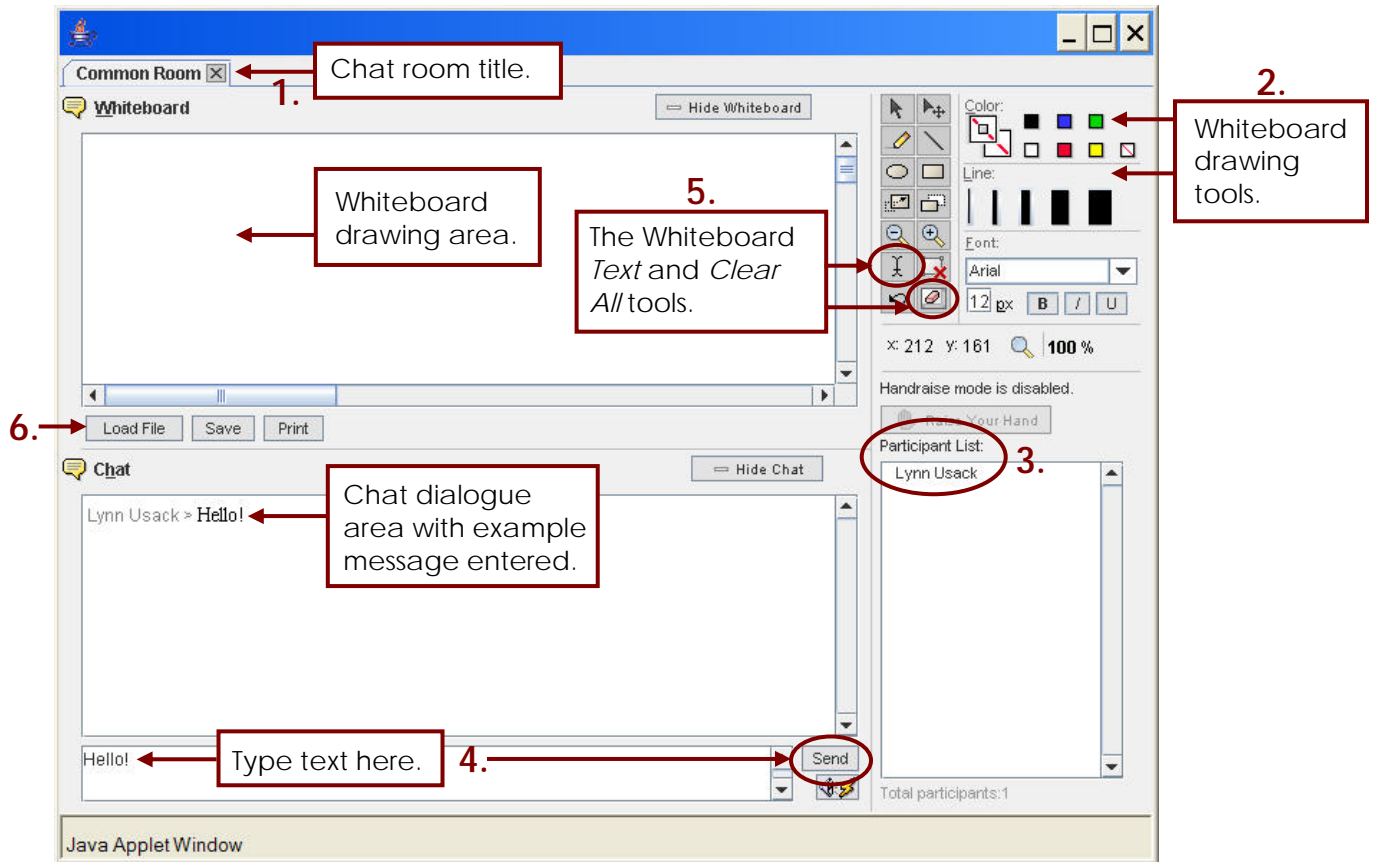
Launch Chat

Click on the link to one of the rooms to launch the *Chat/Whiteboard*, which will open in a separate window (see next page). You can also launch the chat feature from the *ActionLinks* icon to the right of the link and click on *Go to Chat Room*. As you launch the *Chat* window, you may get this message indicating the feature is loading:



Note: If *Chat/Whiteboard* does not load or is not working, a java applet may not have been enabled, possibly when you logged in. You will have to log out and login again. Be sure you accept the *Java Security Certificate* by clicking *Always* (see page 8 in the *Getting Started* module).

The Chat/Whiteboard Window



Chat Room/Whiteboard Features

1. The room you enter will be listed in the top left of the window.
2. In the upper right you will see drawing tools if the whiteboard feature is activated by your instructor; hover your mouse cursor over the tools to learn their identity and function. **Note:** If the whiteboard is not activated, the chat window will not have drawing tools and will not display the whiteboard drawing area.
3. Notice the *Participant List* on the right side of the window. All participants in the chat session will be listed here.

Sending Messages

4. To send a chat message for participants to read, type your message in the text box at the bottom and hit the *Enter* key or click *Send*. Your message will be posted, as in the example above. When you close the *Chat* window, any messages sent will be cleared from the window the next time you launch it.
5. You can also enter text in the whiteboard drawing area using the *Text* tool. When you close the *Chat* window, some whiteboard contents may still be in view the next time you launch the window, but you can clear the all the contents.



To clear the whiteboard, click the *Clear All* drawing tool and you will be prompted to confirm the action, which is irreversible, as indicated here.

6. Additional options include loading files, and saving or printing your submissions.

Note: You need to follow your instructor's directions for how to participate in the *Chat* feature, including rules for engagement and what tools your instructor wants you to use.