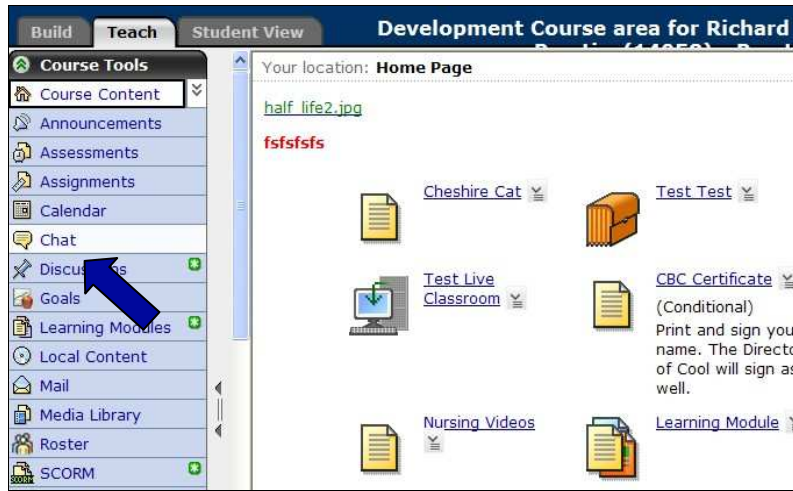
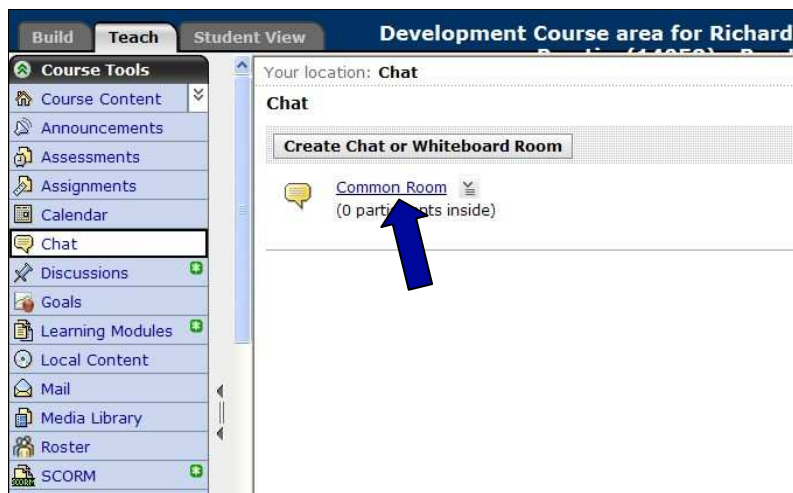


How to Use the Chat Tool

1. On the **Teach** tab, select the **Chat** menu item.



2. Select the **Common Room** link.



3. Confirm any security alert that may pop up when opening chat by clicking **OK**.

Note: If chat does not open, uninstall and reinstall Java (www.java.com).



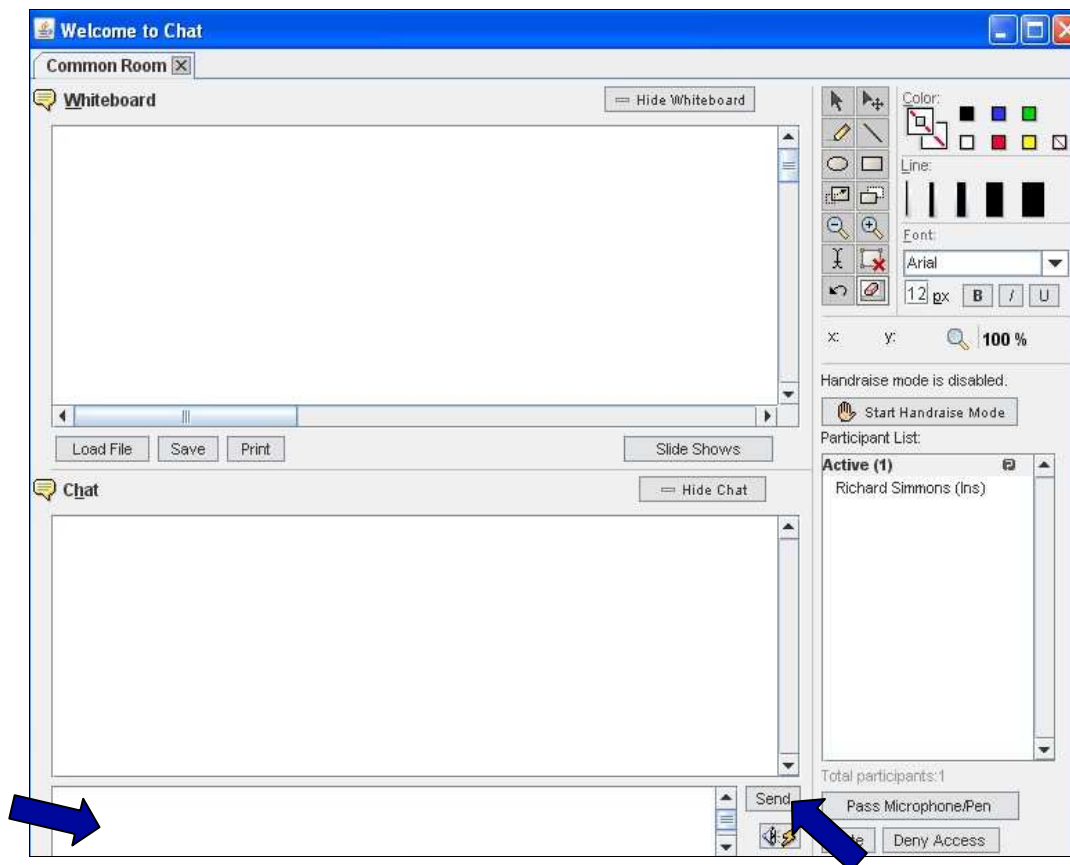
How to Use the Chat Tool

4. Wait a few moments for the chat session to load.



5. There are 3 ways to communicate in Blackboard Chat: typing a message in the Chat window, drawing on the Whiteboard, and uploading images to the Whiteboard.

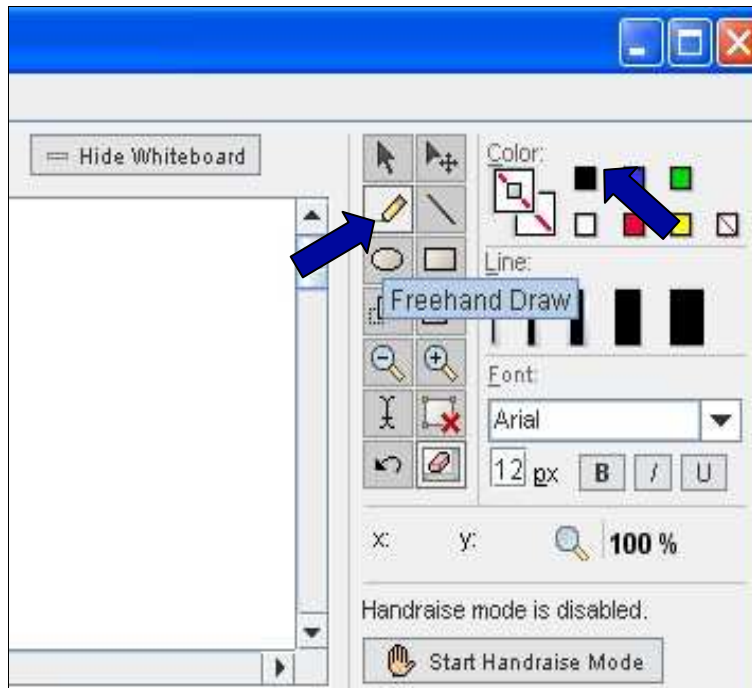
Click in the lowest box to enter a chat message. When you are finished typing, click **Send** or press **Enter** on your keyboard to post your message.



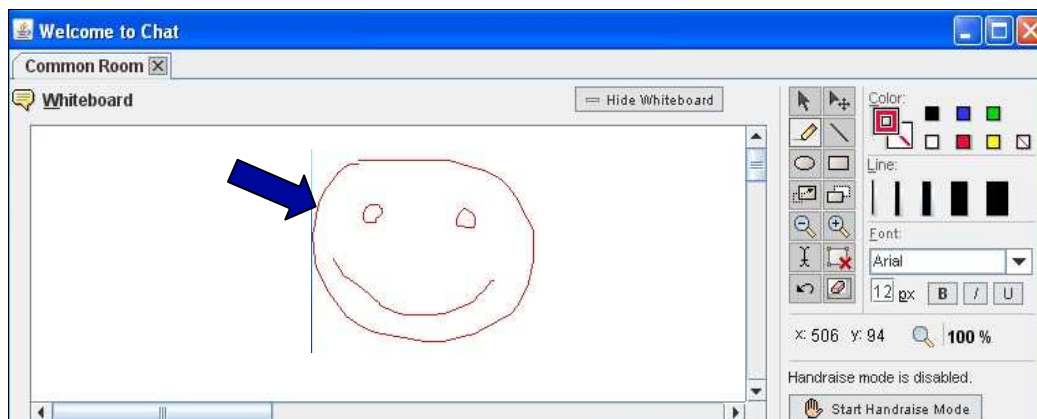
How to Use the Chat Tool

6. Draw on the Whiteboard (the top white box) by using the pencil or shape tools. For this tipsheet, we will use the pencil tool.

Click the **pencil icon**, then click on a **color**.

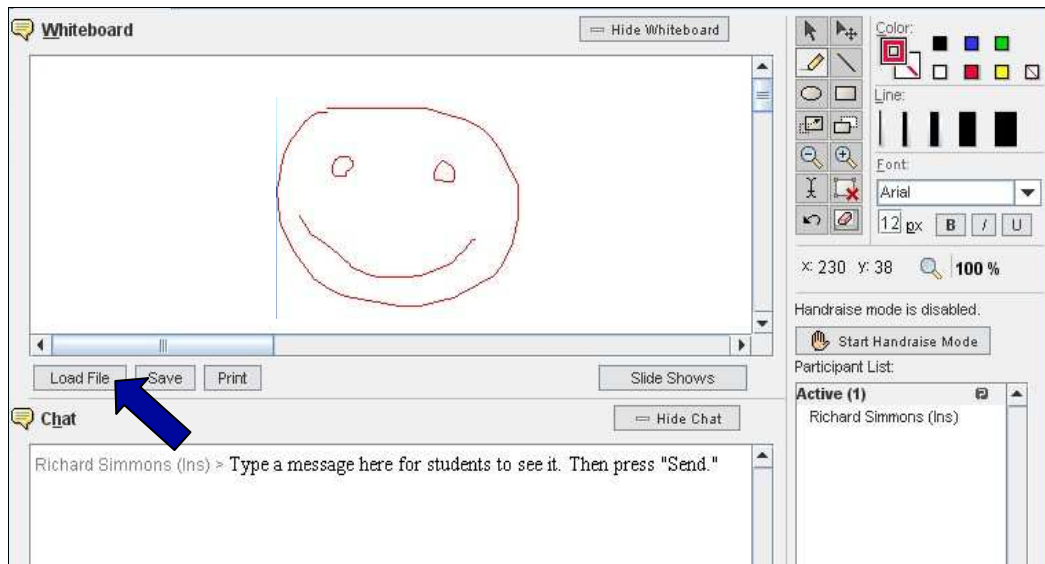


7. Click in the Whiteboard area and drag your mouse to draw. Participants will see your drawing in real time.

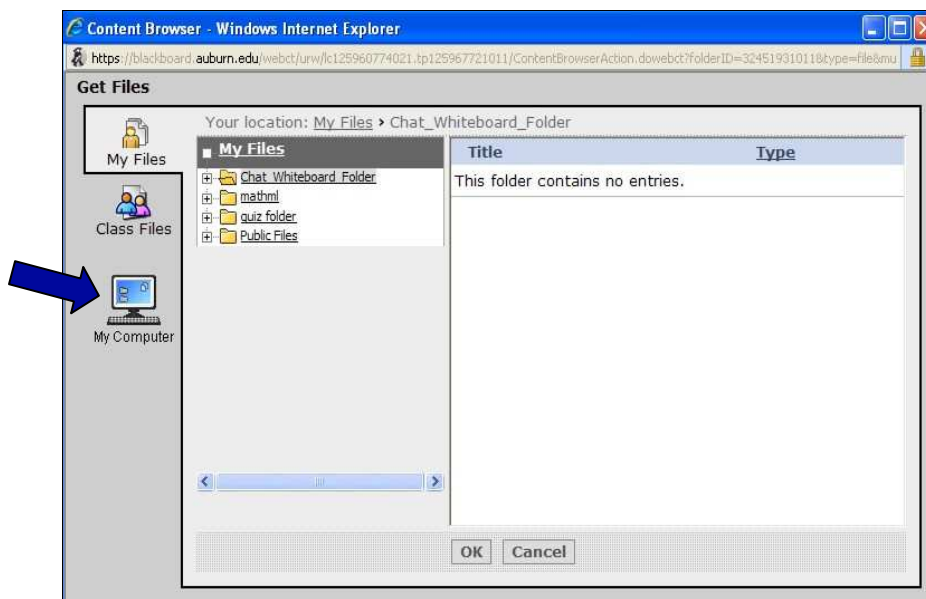


How to Use the Chat Tool

8. Click **Load File** to insert an image.

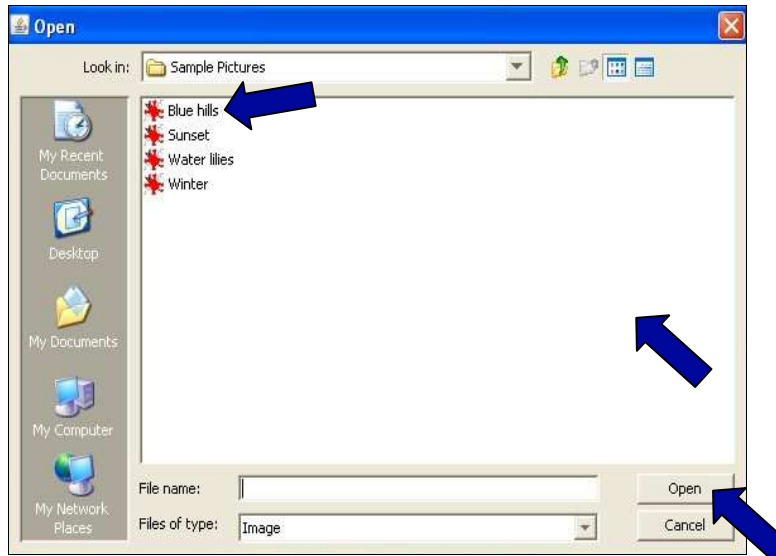


9. Click the **My Computer** icon to locate an image file on your computer.

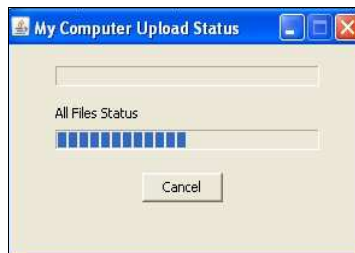


How to Use the Chat Tool

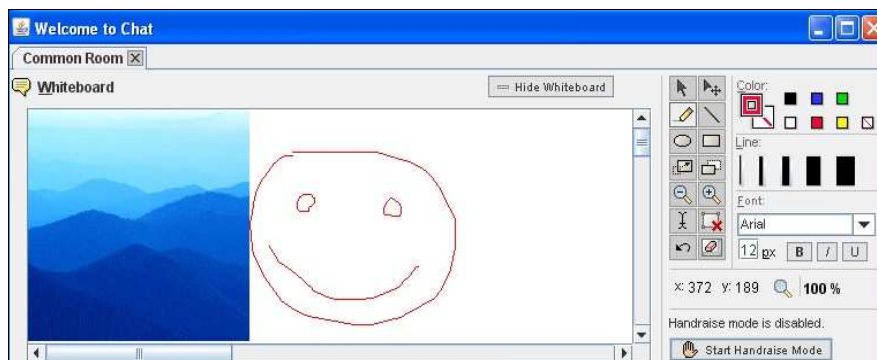
10. Select a file and click **Open**.



11. Wait a few moments while your file is uploaded.



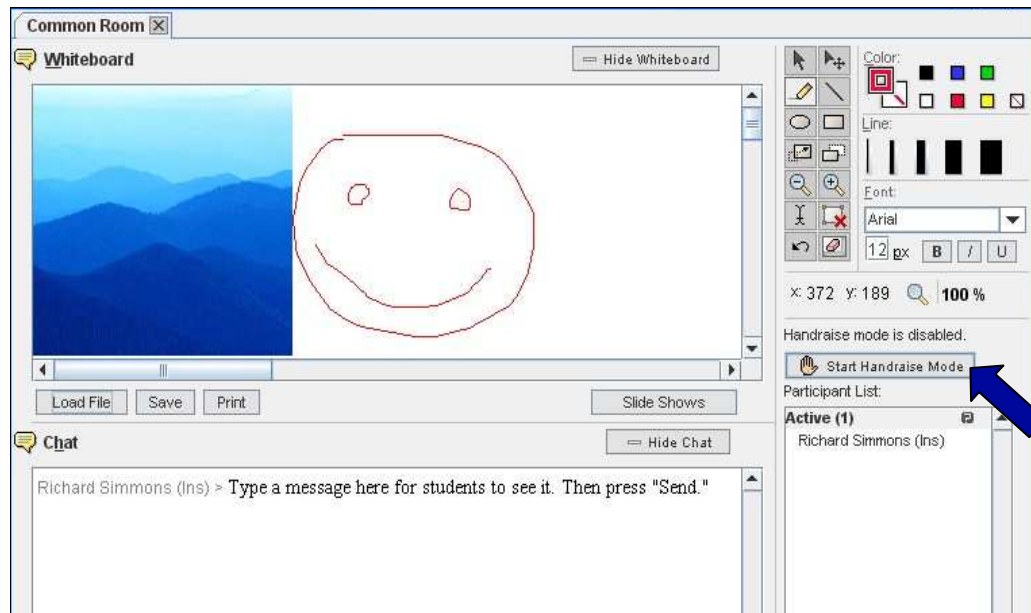
12. The image you selected will appear on the Whiteboard.



How to Use the Chat Tool

13. Click **Start Handraise Mode** to enable Handraise Mode.

Note: When Handraise Mode is on, students must click the Raise Hand button before communicating. As an instructor, you may allow a student with a raised hand to speak.



14. Click **Stop Handraise Mode** to disable Handraise Mode.

