

Course collaboration tools allow instructors and students to participate in same-time lessons and chats (synchronous discussion compared to the asynchronous discussion board). You can archive the sessions so students can view the sessions and data after the chat ends. Please note that chats are not recorded automatically; the moderator must start the recording to create an archive.



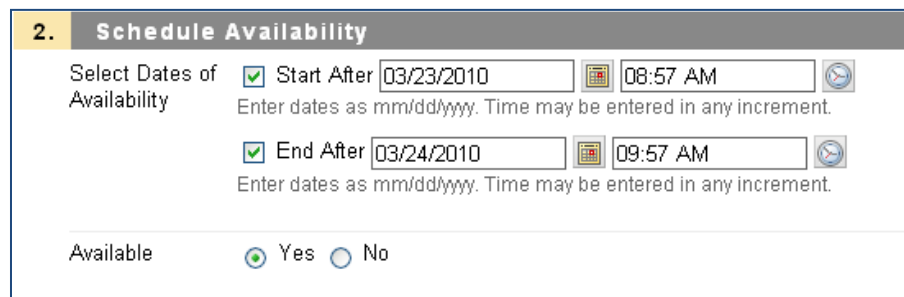
You and the students need to use a Java-enabled web browser to make this feature work. If the browser is not enabled, then a message displays indicating how to install. Also, pop-up blocker software may prevent you from using these tools.

The collaboration tools are:

- Chat – simple and quick synchronous “chats.”
- Virtual Classroom – more sophisticated “chats” with access to course content, Web content and a whiteboard, plus the ability for students to ask questions.

Create a Collaboration Session

1. From the *Control Panel*, click the drop-down menu next to the **Course Tools** item and then click on **Collaboration**.
2. Click **Create Collaboration Session**.
3. Provide a descriptive *Session Name* so students know which to join.



2. Schedule Availability

Select Dates of Availability Start After 03/23/2010 08:57 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

End After 03/24/2010 09:57 AM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Available Yes No

4. Schedule availability of the session.
 - From the drop-down menu of dates, choose the start after and end after dates of availability.
 - Choose whether or not you want the session to be available to students.
5. Choose either *Chat* or *Virtual Classroom* from the drop-down menu
6. Click **Submit**.

Join a Collaboration Session

In order for the Collaboration Sessions to load, you will need to disable your pop-up blocker. If you forget to do this, there will be a yellow bar that displays at the top of your browser window – you will need to click on it and select to receive pop-ups from the ecourses.maricopa.edu website. Once you do that, you may need to try and open the Collaboration Session again.

1. From the *Control Panel*, click **Collaboration**.



Students join the session through the course menu (most courses will have a Tools or a Course Tools menu item that links students to many course tools, in this case, it's the Collaboration link. You can also add a direct link to a collaboration session of any kind in a regular course content area – See the instructions for Adding a link to a collaboration session within a lesson area.)

2. Click the name of the session.



A screen will display a message letting you know that the Java plug-in is loading and eventually a new window will display.




If you can't find the Collaboration Session window, look down at your status bar, There may be a "Blackboard Chat" or "Blackboard Virtual Classroom" window minimized. Click on the window to open.



In Internet Explorer, you may receive the following message. If so, just click on the Java window to activate it.

Press SPACEBAR or ENTER to activate and use this control

End a Collaboration Session

1. Click  , then **OK** to confirm. This shuts down the session and expels all students.

2. When you see the *Launching Chat Tool* screen, click **OK** to return to the Collaboration Sessions screen.



Clicking the Close button (X) at the upper right of the chat window does not actually end the chat session.

Edit a Collaboration Session

1. From the *Control Panel*, expand the **Course Tools** area and click **Collaboration**.

2. To modify an existing session, click drop-down menu to the right of the session name and select **Edit**.

3. Revise the session name, availability, and the tool being used.

4. Click **Submit**.

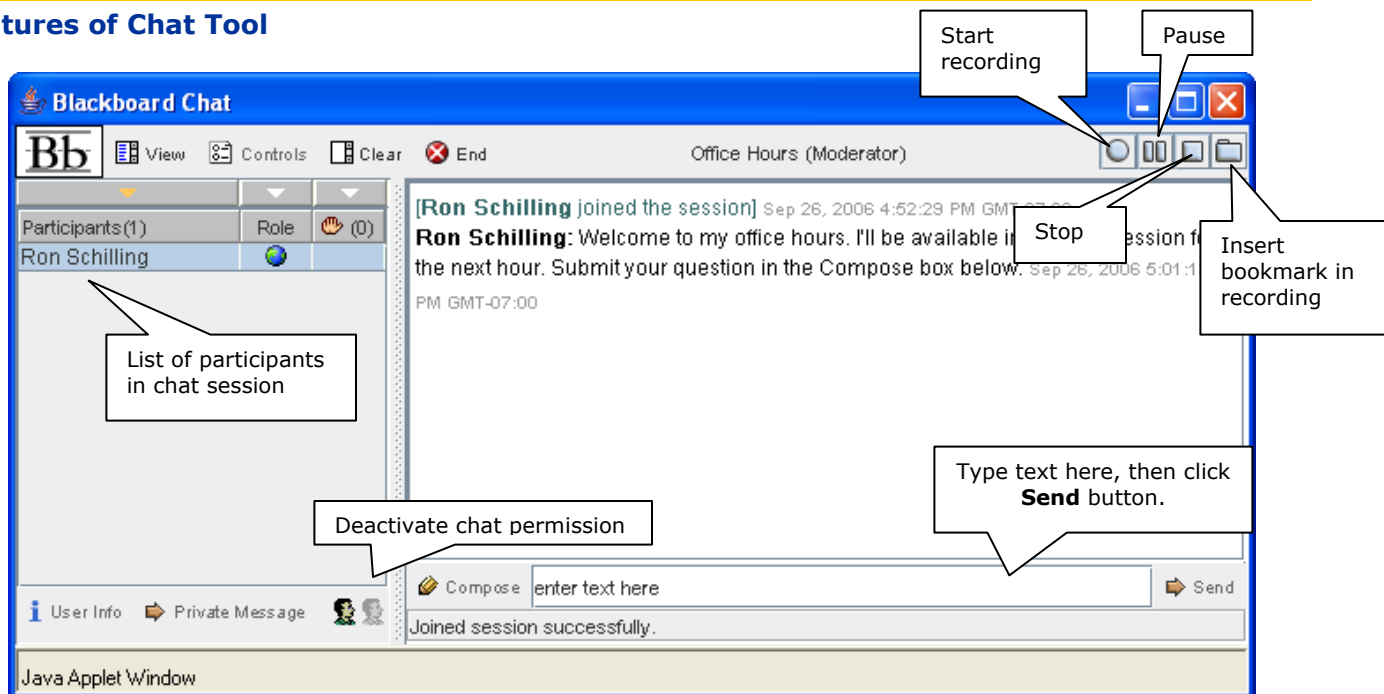
Delete a Collaboration Session

1. From the *Control Panel*, expand the **Course Tools** area and click **Collaboration**.

2. To delete an existing session, click drop-down menu to the right of the session name and select **Delete**.

3. A pop-up window will display, click **OK** to delete the session.


Features of Chat Tool

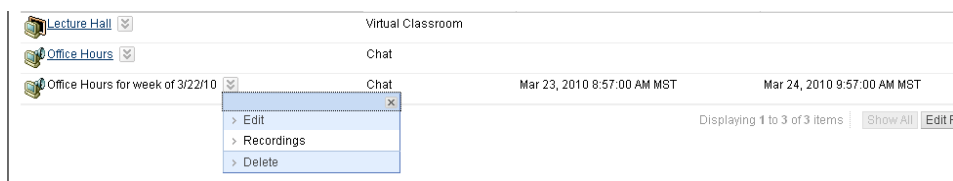


This is a simple synchronous chat tool. It can be used to hold office hours, to ask and answer questions, or for your students to discuss a class project or upcoming test. Earlier text entries will display until the instructor clears the display for all users.

- Use the **View**, **Controls**, **Clear**, and **End** buttons to control the chat.
- Use the recording buttons in the upper right corner to record the chat for archival purposes.
- Use the Compose line and **Send** button to send your text message to the users of the chat.
- To send a private message, select the user from the *Participants* list and click the **Private Message** button. Private messages for students must be enabled.

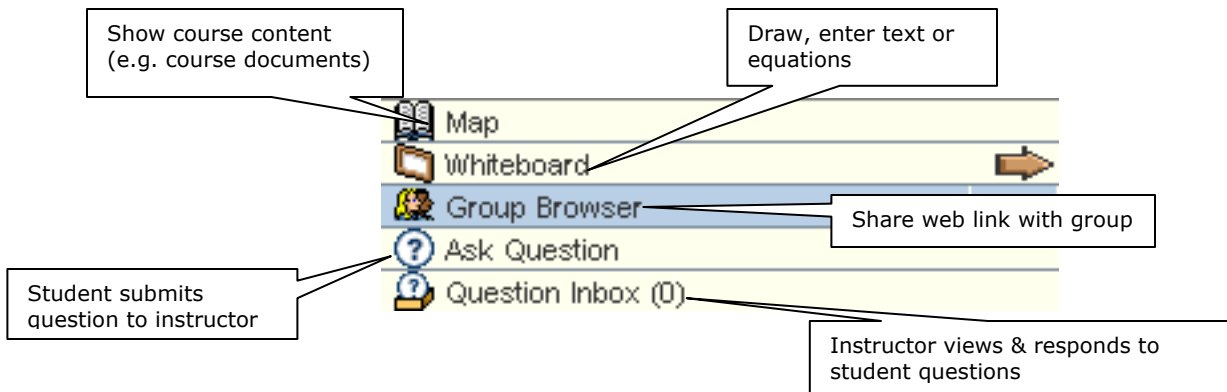
Record a Session

1. To archive (record) a session, click **Record** (first button on the Record menu: ).
 2. As indicated, name the archive and click **OK**.
- When the session is closed, the archive will display in the *Collaboration Sessions* page. Click the drop-down arrow to the right of the session name and select **Recordings** to view the recorded session

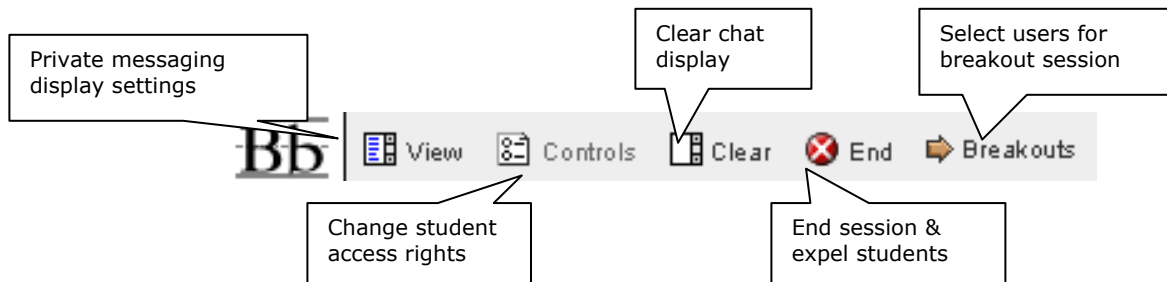


Features of Virtual Classroom Tool

Virtual Classroom is a more sophisticated chat tool. In addition to the text chat function, the following tools are available:




The menu bar provides the following options:



Ask Question

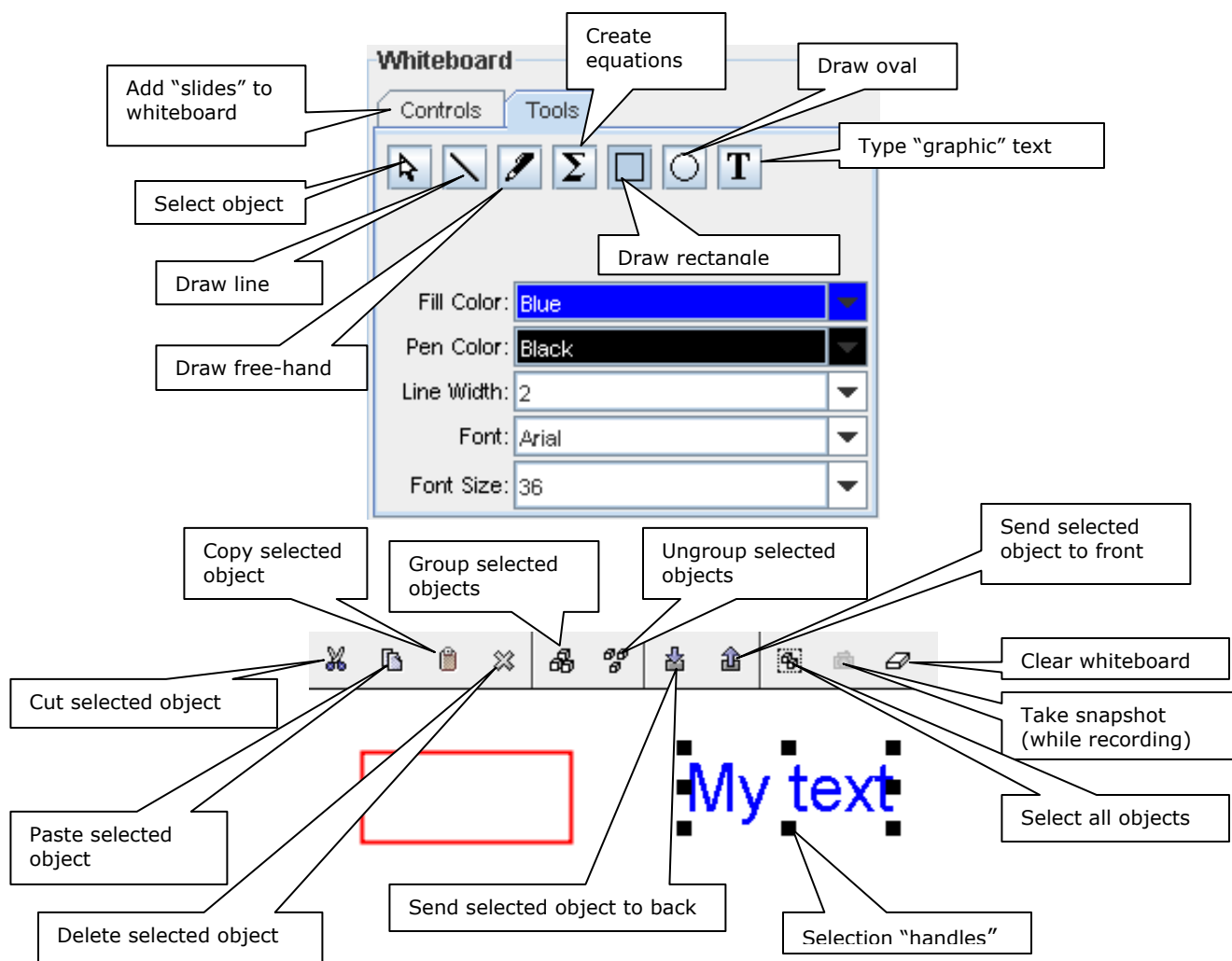
1. From the *Tools* area, the student clicks **Ask Question**, enters the question and clicks **Send**.

Question Inbox


1. From the *Tools* area, click **Question Inbox** and select the student name.
2. To answer, click the **Respond to Question** button , enter the text, then click **Send**.

Whiteboard

When you first join a Classroom session, the Whiteboard tool is selected by default.



Course Map

1. From the *Tools* area, click **Map**
2. Click to choose the desired content. (Use the  symbol to display items in a given Content Area.)
3. Click **Go** next to *Display to Class* item from the drop-down menu:

Group Browser

1. From the *Tools* area, click **Group Browser**.
2. As indicated, type the URL (web address), as in the following example:
3. Click **Go** to display to the class.

