

Who's Online

Slide 1

The Who's Online feature of BlackBoard can be accessed by clicking on the "Who's Online" button on the Course Tools menu.

Slide 2

A list of the names of currently logged-in users will display. Their role, availability, online date and time, and idle time will also appear.

Please note: the longer the idle time, the greater possibility that the user is not truly available for chatting purposes. Students often fail to log out of Blackboard when they have completed work within their course. Their names, however, remain displayed as if in they are still available for chatting.

Slide 3

To send a chat invitation to a user or users on the list, simply enter a check mark in the box immediately to the left of their name. In this example, Rob Joseph, student, is requesting a chat with Kathleen Finn-Brown, instructor. Click the "Send Chat Invitation" button to continue.

Slide 4

A window will appear indicating the name of the person you are sending the chat invitation to and offering you the option of typing in a message to be included with the chat invitation. In this example, Rob is requesting homework assistance from Kathleen.

Be sure to click on the "Send Invitation" button to complete the process.

Slide 5

The person to whom you are sending the chat invitation will receive a pop-up window on their computer system appearing as shown.

The recipient will then have the option of either clicking on the "Accept" or "Decline" button. An optional message may be entered in the message box.

In this example, the instructor/recipient has initiated the "Accept" option.

Slide 6

The screen displayed results. The instructor initiates the chat with “How Can I Help You?” text followed by a click on the Send button.

The student responds by typing a reply in the text message box, such as “Please remind me of how many references we need to cite for the reference paper” and clicking the Send button.

Slide 7

The online chat is continued through this process. Note the “volley” of text being exchanged between Kathleen and Rob.

Slide 8

To terminate the chat session, or in other words, to close the channel, click the X to the right of your name and indicate OK.

A text message will appear indicating that the invitation window for chatting has been closed.

Slide 9

Return to the Home Page by clicking on the Content Page button on the Course Tool menu.