

Competencies

After reading this document, you will be able to:

- ◆ Manage chat and whiteboard rooms
- ◆ Use chat and whiteboard rooms in your course

Chat and Whiteboard Rooms

The chat tool enables you to hold private, small group, and class chats with any other member of the course. The whiteboard function is part of the chat room. It enables you to share an image or draw an image with the people in the chat. The chat room is available to anyone in the course to use at any time.

Managing Chat and Whiteboard Rooms

Each course comes with a default chat room, Common Room. Most of the functions are available on both the Build and Teach tabs. These instructions use the Build Tab.

Create additional chat rooms

- 1 Click **Chat** in *Course Tool* menu on the *Build Tab*. The *Chat* screen displays.

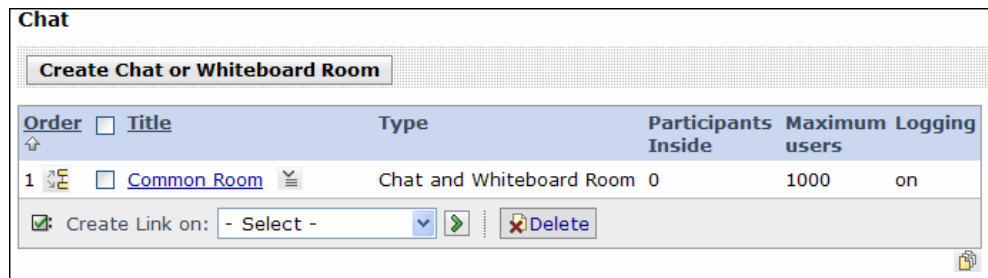


Figure 1: Managing the Chat and Whiteboard Room - Main Chat screen (Build Tab)

- 2 Click **Create Chat or Whiteboard Room**. The *Create Chat or Whiteboard Room* screen displays.

Create Chat or Whiteboard Room

***Title:**

Description:

Use HTML

Item Visibility: Show Item
 Hide Item

***Maximum users:** Maximum users allowed by Server Administrator is 1,000

Type

Chat and Whiteboard
 Chat only
 Whiteboard only

Goals
Associate goals with this chat room.


More Options (Expand this area to see more options.)

* Required field

Figure 2: Managing the Chat and Whiteboard Room - Create Chat or Whiteboard Room screen (Build Tab)

- 3 Enter a **Title**.
- 4 Enter **Maximum users**.
- 5 Choose the **type** of room you are creating.
- 6 Click **Save**.

Edit a chat room

- 1 Navigate to the main *Chat* screen.
- 2 Click the **Action Link Menu** [] for the chat room you wish to edit.
- 3 Select **Edit Properties**. The *Edit Room Properties* screen displays.

Edit Room Properties

***Title:**

Description:

Use HTML

Item Visibility: Show Item
 Hide Item

***Maximum users:** Maximum users allowed by Server Admin

Type

Chat and Whiteboard
 Chat only
 Whiteboard only

Goals
Associate goals with this chat room.


More Options (Expand this area to see more options.)

* Required field

Figure 3: Managing the Chat and Whiteboard Room - Edit Room Properties screen (Build Tab)

- 4 Edit the properties you wish to change.
- 5 Click **Save**. The main *Chat* screen displays.

Hide a chat room


- 1 Navigate to the main *Chat* screen.
- 2 Click the **Action Link Menu** [] for the chat room you wish to hide.
- 3 Select **Hide Item**. The main *Chat* screen refreshes with the chat room marked hidden.

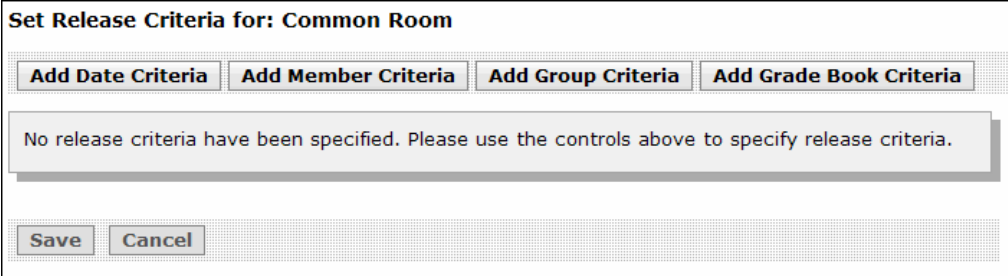


Note Follow the same steps to show the chat room. Once the room is hidden, the **Action Link Menu** will say **Show Item**.

Release a chat room to a group

- 1 Navigate to the main *Chat* screen.

- 2 Click the **Action Link Menu** [] for the chat room you wish to assign to a group.
- 3 Click **Set Release Criteria**. The *Set Release Criteria* for screen displays.



Set Release Criteria for: Common Room

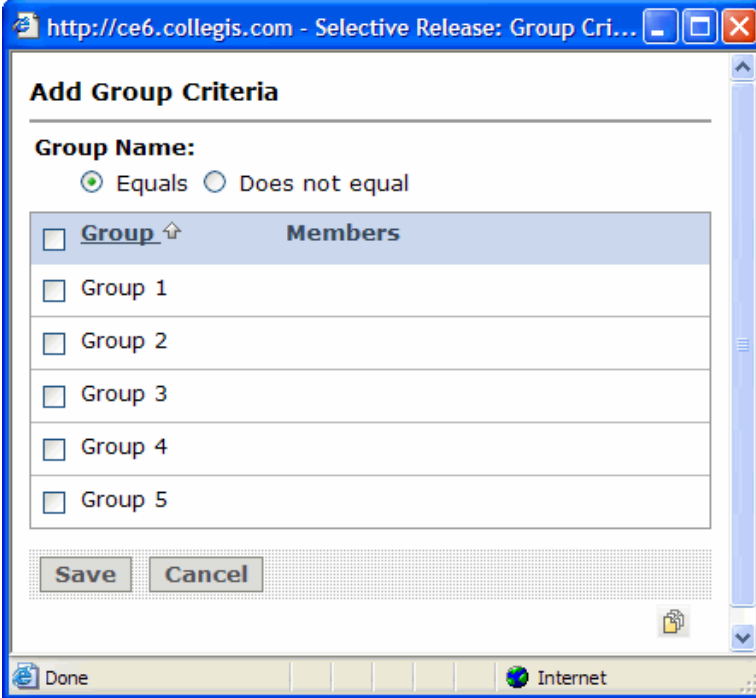
Add Date Criteria **Add Member Criteria** **Add Group Criteria** **Add Grade Book Criteria**

No release criteria have been specified. Please use the controls above to specify release criteria.

Save **Cancel**

Figure 4: Managing the Chat and Whiteboard Room - Set Release Criteria for screen

- 4 Click **Add Group Criteria**. The *Add Group Criteria* window opens.



http://ce6.collegis.com - Selective Release: Group Cri...

Add Group Criteria

Group Name:

Equals Does not equal

<input type="checkbox"/> Group	Members
<input type="checkbox"/> Group 1	
<input type="checkbox"/> Group 2	
<input type="checkbox"/> Group 3	
<input type="checkbox"/> Group 4	
<input type="checkbox"/> Group 5	


Save **Cancel**

Done Internet


Figure 5: Managing the Chat and Whiteboard Room - Add Group Criteria window

- 5 Select the **group** to add.
- 6 Click **Save**. The *Set Release Criteria* for screen redisplay with your selection.
- 7 Click **Save**. The main *Chat* screen displays with the room marked as *conditional*.

Create link to a chat room

- 1 This option is only available on the Build Tab.
- 2 From the *Chat* screen on the *Build* tab, select the **room** to create a link to.
- 3 In the **Create Link on** drop menu, select the page or tool that you want the link to appear on.
- 4 Click **Go** . The *Chat* screen redisplay with a confirmation of the link creation.

View chat room log

- 1 This option is only available on the *Teach* Tab.
- 2 From the *Chat* screen on the *Teach* Tab, click the **Action Link Menu**  to the room you wish to view.
- 3 Select **View Log**. The *Chat Room Log* screen displays.
- 4 View the log.
- 5 Click **Clear Log** to delete the contents or **Cancel** to exit.

Using Chat and Whiteboard Rooms

Send a message

- 1 From the *Chat* room, in the text box at the bottom of the screen, type your message.
- 2 Click **Send**.



Note Pressing **Enter** on your keyboard will also send the message. The message will be viewable to everyone in the chat room.

Send a private message

- 1 From the *Chat* room, in the Active participant list, double-click the name of the user that you want to send a private message to.
- 2 In the text box at the bottom of the window, type your message.
- 3 Click **Send**.



Note Private messages may not be allowed by the system administrator. Private messages will be logged into the chat log if enabled.

Drawing on the whiteboard

- 1 From the *Whiteboard button bar*, click one of the following buttons:
 - **Oval**
 - **Rectangle**

- **Freehand Draw**

- **Line**

- 2 Place your cursor on the Whiteboard.
- 3 Keeping the mouse button pressed draw your object by moving the mouse.
- 4 When you are finished drawing, release the mouse button.

Uploading an image to the whiteboard

- 1 From the *Whiteboard* room, click **Load File**. The Content Browser pop-up window appears.
- 2 Locate and select the files.



Note You can load files and display them on the *Whiteboard* where all participants in the room can see. You can load .jpg images, .gif images, and Whiteboard drawings saved in .wbd file format.

Saving the whiteboard

- 1 After you complete your drawing on the *Whiteboard*, click **Save**.
- 2 Enter a file name.
- 3 From the file format drop-down list, select *.wbd* for a Whiteboard file or *.jpg* or *.gif* for a slide or image to use outside of CE 6.0.
- 4 Click **Save**.

Creating a Slide Show

This function works only with .jpg or .gif files.

- 1 From the *Whiteboard* room, click **Slide Shows**.
- 2 Click **Create Slide Show**.
- 3 Enter a title.
- 4 Click **Add Slides**. The *Content Browser window* appears.
- 5 Locate and select the files.
- 6 If you want to preview a slide, click the **slide title**.
- 7 If you want to change the order of the slides, click a **slide title** and click the buttons for move up and move down.
- 8 Decide how you want to play the slide show:
 - If you want each slide to advance automatically, select Enable autoplay for this slide show.
 - If you want to use the manual controls to advance each slide, clear the Enable autoplay for this slide show check box.

- If you want to specify the number of seconds for each slide to be displayed when playing the slide show in autoplay mode, do the following:
 - Click a slide title.
 - In the Display text box, enter the number of seconds. The default display time for each slide is 10 seconds.

9 Click **OK**.

10 Click **Save Slide Show**. Your slide show is created.