

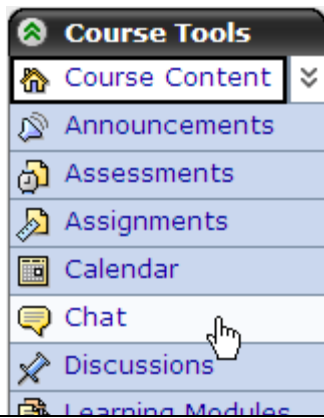
WebCT 6.0 Campus Edition – Chat Tutorial



The Chat function in WebCT 6.0 is found under the Build Tab and is located in the course tools. This function provides the designer a way to manage chat or whiteboard functionality.

The HELP MENU in WebCT provides help with whatever section you are in. For example, if you are in Gradebook section and select help, help about the Gradebook will be provided.

MANAGING THE CHAT FUNCTION

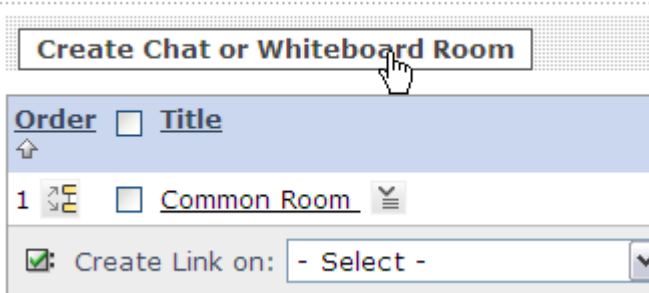


STEP 1

Click **Chat** on the Course Tools menu.

CREATE CHAT AREA

Your location: **Chat**



STEP 2

Click the Create Chat or Whiteboard Room to create

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

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

User Permissions

- Allow users to hide or show Chat or Whiteboard in a combined room
- Allow private Chat messages
- Allow alias















Enable logging

- Maintain Chat room log

* Required field

Enter a title and description for the Chat/Whiteboard room. Select the type, user permissions and logging settings and click Save to create the room.

WHITE BOARD

Select			Move
Freehand Draw			Line
Oval			Rectangle
Reshape			Duplicate
Zoom Out			Zoom In
Text			Delete Selected Item
Undo			Clear All

TOOLS

Outline

Fill

Transparent

Line width

Font Attributes

Zoom View

Pointer Location

TOOLS

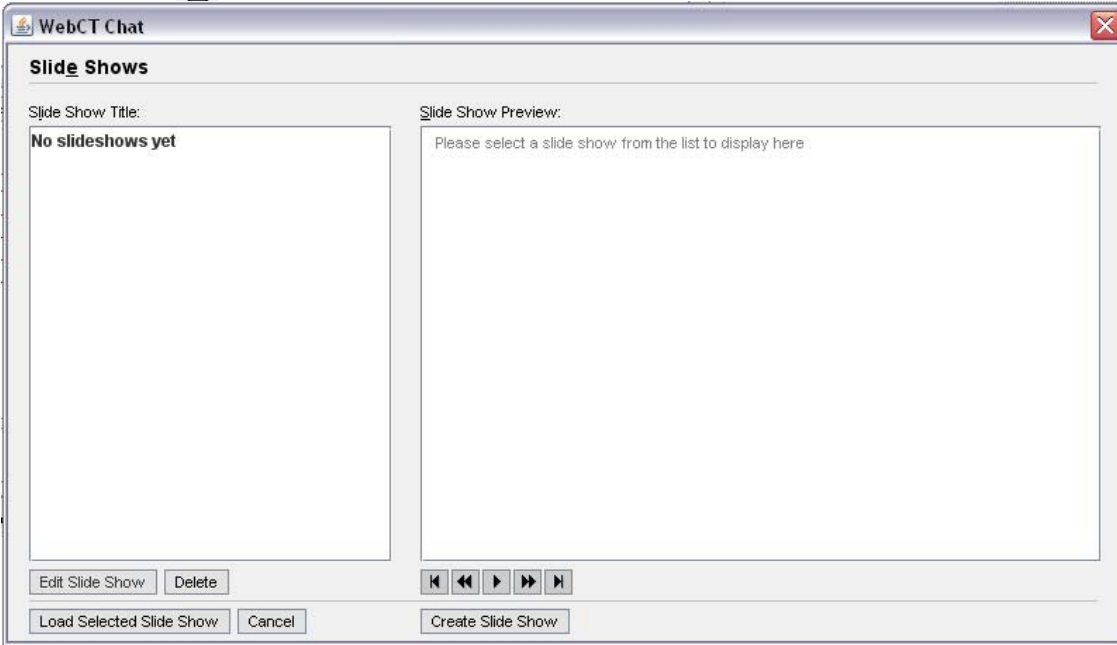
	Start Handraise Mode
	Stop Handraise Mode

Handraise Mode allows students to ask questions within the chat session. To turn it off, toggle the button again.

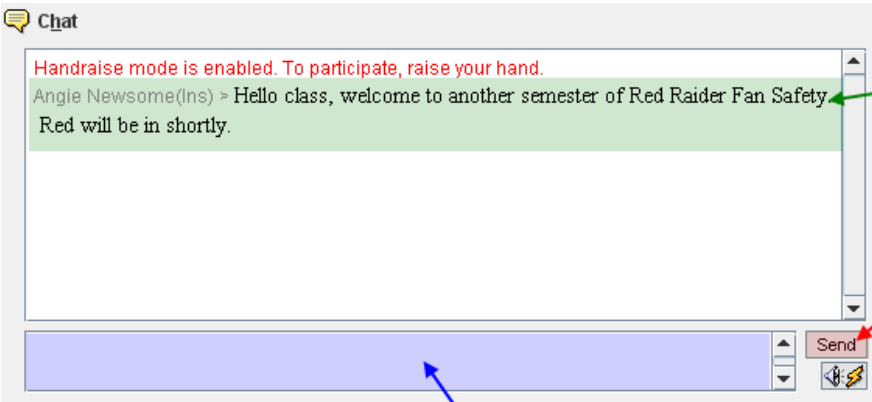
Slide Shows

SLIDE SHOW

To add a slide show, click the Slide Shows button to launch the Slide Shows dialog box. At this point, you can either create a new slide show or load an existing show.



CHAT AREA

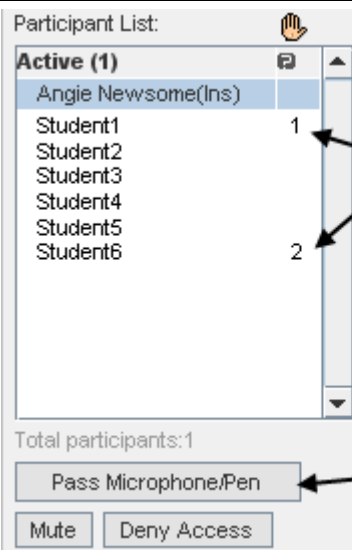


Your comments will show up in the chat area along with those of the students.

When you're done typing your comment, either press enter or the Send button.

Enter Chat Text Here

CHAT





Students that have questions and the order they raised their hands.



Allow students to speak or draw on the Whiteboard.

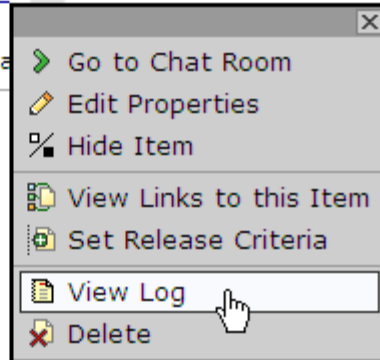
PARTICIPANTS

Your location: **Chat**


Create Chat or Whiteboard Room

 [Common Room](#) 
(0 participants inside)

 [Red Raider Chat Room](#) 
(2 participants inside)
Talk with Red about fan se







VIEW LOGS

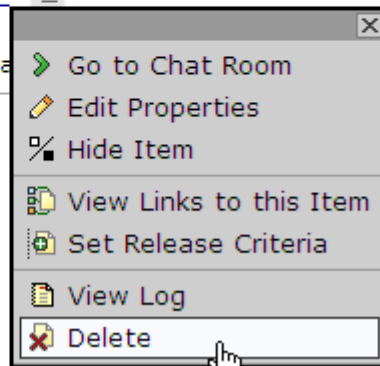
To see the chat logs, click on the Action Links () and View Log.

Your location: **Chat**

Create Chat or Whiteboard Room

 [Common Room](#) 
(0 participants inside)

 [Red Raider Chat Room](#) 
(2 participants inside)
Talk with Red about fan se



DELETE CHAT

Confirm the delete by clicking OK.