

Using the Collaboration tools


The **Collaboration** tools can be an effective way to conduct "live", real-time conversations ("virtual chats"). Online chats have been used for office hours, small group project work, tutoring sessions, and exam reviews.

Two options are available:

- **Chat** – online chat (text-based messaging)
- **Virtual Classroom** – an online chat with additional tools for drawing, opening web pages, and presentations.

Creating Collaboration Sessions

1. Click the **Collaboration Session** button.
2. Give the session a name and enter start and end dates and times. Be sure to make the session Available by clicking **Yes**.
3. Select the tool you wish to use: **Chat** or **Virtual Classroom**.
4. Click **Submit**.

 Add Collaboration Session

1 Session Name

Session Name

2 Schedule Availability

Select Dates of Availability Start After

End After

Available Yes No

3 Collaboration Tool

Choose tool for this Session

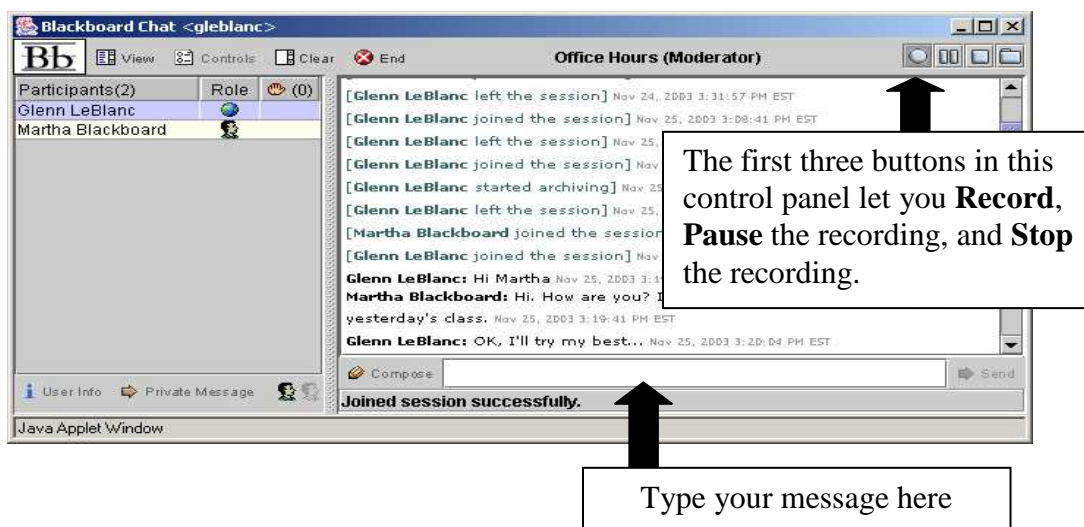
4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Using Chat

Most faculty who use the Collaboration tools use only the most basic text-based tools of the **Chat**.

1. To access a **Chat** session, click **Communication**, then **Collaboration**.
2. To enter a session, click **Join** next to the session name. You'll be prompted to download and install a Java applet (program) the first time you launch the **Chat**. Follow the instructions and prompts on the screen.
3. You'll see this screen when you enter a session:



4. Type your message into the *Compose* field and click Send. The discussion appears in the window.
5. If you want to record a transcript of the session, click the **Record** button (you can name the archive here). (It's a good idea to remind students that the session is being recorded.)
6. To view the archive later, click the **Recordings** button.

Using Virtual Classroom

The *Virtual Classroom* option adds additional capability to a chat session:

- **Course Map** – allows participants to view a document in the course; click on any part of the course map to show it in the shared window
- **Whiteboard** – allows use of tools for drawing and creating simple graphics
- **Group browser** – allows participants to view a web site in the shared window
- **Ask Question / Question Inbox** – allows participants to ask questions either publicly or privately; questions are cued in the Inbox.