1

00:00:01,071 --> 00:00:04,071

Hello there. In this video I'm talking about using the Chat function in Blackboard Collaborate

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00:00:04,071 --> 00:00:09,071

Ultra. There is only one learning outcome for this video and that's how to access and use the Chat

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00:00:09,071 --> 00:00:11,339

function.

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00:00:11,339 --> 00:00:15,339

I'm already logged into Blackboard Collaborate Ultra and I'm in a session here. I'm going to move my

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00:00:15,339 --> 00:00:21,419

mouse down toward the right and click on the Open Collaborate panel button.

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00:00:21,419 --> 00:00:26,968

I'm going to click on the Chat button if that's not already selected and I'm now in the Chat window.

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00:00:26,968 --> 00:00:30,968

First of all, I need to decide who I want to chat with. I can either chat with everyone in the room, so with all

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00:00:30,968 --> 00:00:35,968

the Participants (or students) and all the Moderators (or staff) who might be in here. Or if I

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00:00:35,968 --> 00:00:41,968

click on Moderators, my chat message will only go to the staff members and be visible to them.

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00:00:41,968 --> 00:00:45,916

For this example, I'm going to click on Everyone and toward the bottom of the

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00:00:45,916 --> 00:00:51,813

screen here, I'm going to type a message and hit return on the keyboard.

12

00:00:51,813 --> 00:00:55,813

My message will now appear at the top of the Chat window for everybody to see as I sent this to

13

00:00:55,813 --> 00:00:57,823

everyone in the room.