

WHY WOULD YOU USE THIS FEATURE?

The Collaboration Tools allows you to participate in real-time lessons and discussions. Examples of these sessions include real-time, online classroom discussions, TA sessions, and live question and answer test reviews. Archives of previous sessions are also available for review. Users can search for and join Collaboration Sessions and view session archives.

HOW TO USE

1. Access your class.
2. Click on the Communication button on the left.

The screenshot shows the UTC Online interface. At the top, there is a navigation bar with 'Main', 'Courses', and 'Organizations' buttons. Below this is a sidebar with several menu items: 'Announcements', 'Syllabus', 'Assignments', 'Email', 'My Grades', 'Communication' (highlighted with a red circle), 'Tools', and 'Student Help 101'. The main content area shows a breadcrumb trail 'ELLISURVEY (ELLISURVEY) > ANNOUNCEMENTS' and a heading 'Announcements' with a map of Tennessee icon. Below the heading are filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'. The main content area displays 'No announcements found.'

3. Click on Collaboration

A list of collaboration tools with icons and text links:

-  [Announcements](#)
-  [Collaboration](#) (highlighted with a red circle)
-  [Discussion Board](#)
-  [Group Pages](#)
-  [Send Email](#)
Send email.



UTC Online and Blackboard are funded through the UTC Student Technology Fees

4. Choose which session you want to join and click Join.

Note: You might need to download additional software so that the chat feature works. PLEASE log in at least a day before your scheduled chat time to test your browser (the software that you access the Internet with. Internet Explore is a browser, as is Firefox [preferred browser]). If needed, download the appropriate software (e.g. Java Plug-in) and/or allow pop-ups for this site.

Download Java Plug-in

Windows Users

1. Click **Get Java Plug-in for Windows** below.
2. Save the file.
3. Navigate to the saved file and double-click on it to run the Java Plug-in installer.
4. The installer will launch.
5. Accept the license agreement.
6. Select **Typical** and click **Next** to continue.
7. The installer will finish.
8. Click **OK** below to launch the Chat tool.

[Get Java Plug-in for Windows \(224KB\)](#)

Macintosh OS X Users

No Plug-in is needed for Macintosh OS X.

Macintosh OS 8 and 9 Users

Macintosh OS 8 and 9 are not supported at this time.

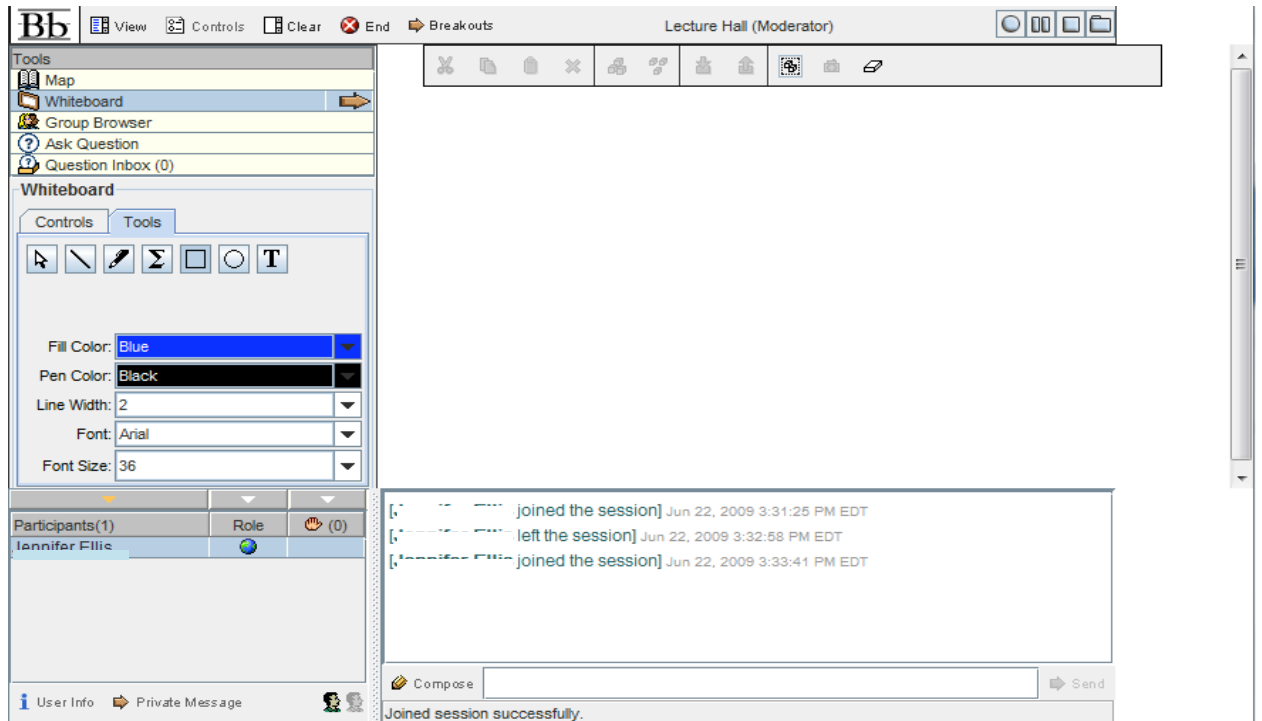
Monday, June 22, 2009 3:37:27 PM EDT



UTC Online and Blackboard are funded through the UTC Student Technology Fees

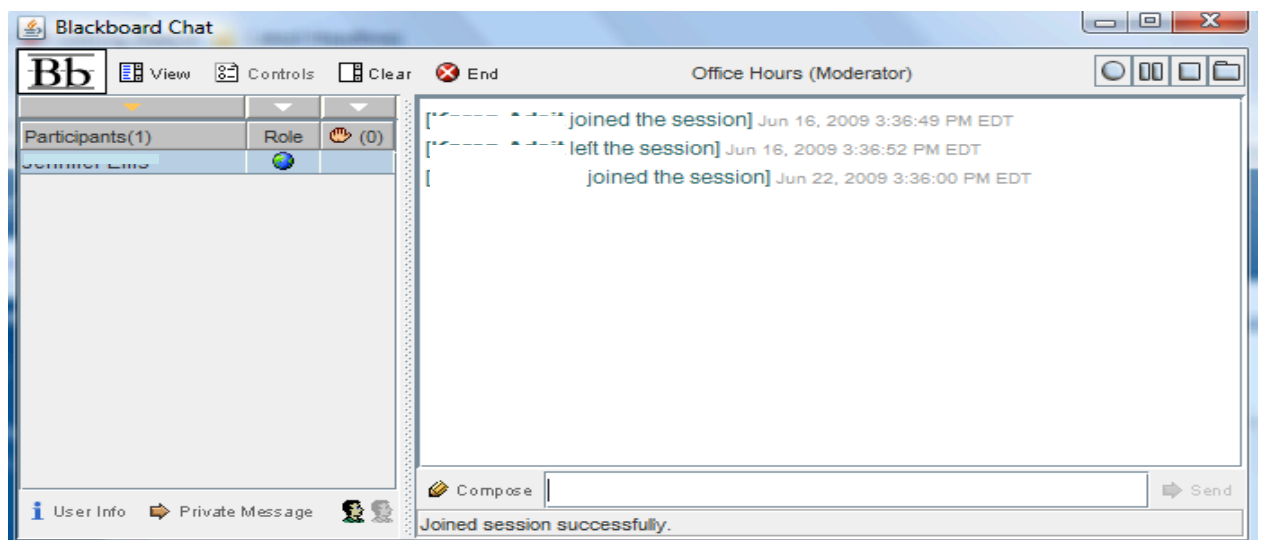
5. Virtual Classroom/Lecture Hall

Students engage in a real-time discussion with other users, access the Web, and engage in question and answer sessions. Users may also access the Whiteboard to display text and images.



Chat/Office Hours

Chat is part of the Virtual Classroom. It can also be accessed separately. Chat allows users to open just the chat function.



6. Functions

TO . . .	THEN . . .
enter a message for the class to read	type the message in the Compose field. Click Send . The message will appear in the chat area. There 1000 character limit for chat messages.
become an Active user	click the hand symbol. A hand appears next to the Username. The Session Admin clicks on the hand to make the user Active.
view user information	Select a Username in the Participant list and then click User Info.
send a private message to a user	Select a Username in the Participant list and then click Private Message.

7. Suggestions for using the Chat feature

- Make sure you keep all browsers open when using the chat feature.
- Type and post one or two sentences at a time, to help keep the conversation going. Posting long messages in a synchronous (real-time) discussion may result in the message no longer being relevant when it is finally posted because the conversation has moved in another direction.
- Request that all sessions be recorded so you can review them later.
Note: The archived files of one-on-one sessions can only be reviewed by the student and instructor.



UTC Online and Blackboard are funded through the UTC Student Technology Fees