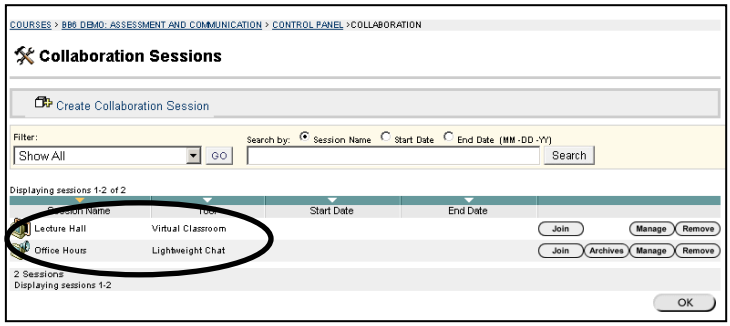
Collaboration Tools-These two tools allow the Instructor and Students to have real-time discussion in or out of the classroom. Please note these tools are both Java applets and take a few moments to load.

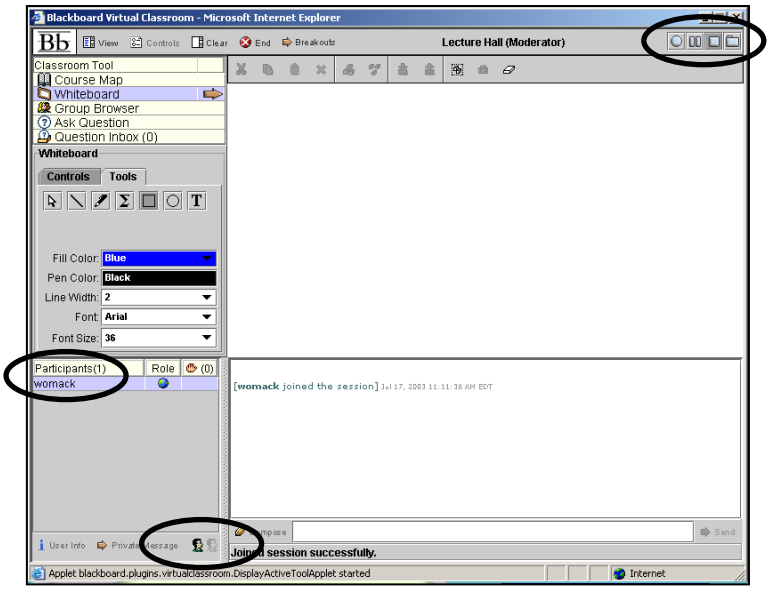
- **Virtual Classroom**-offers chat, a whiteboard, web access, and private Q and A area.
- **Lightweight Chat**-offers chat option only, similar to other instant messaging programs, but offers the security and privacy of Blackboard and includes only participants in the Blackboard course.

Please Note-If the Virtual Classroom tool does not work with your Mozilla browser, use Internet Explorer instead.

Instructors can choose which of the two collaboration tools best meet their needs. By default, two sessions are created when the course is created, one virtual classroom session named "Lecture Hall" and one lightweight chat session named "Office Hours"

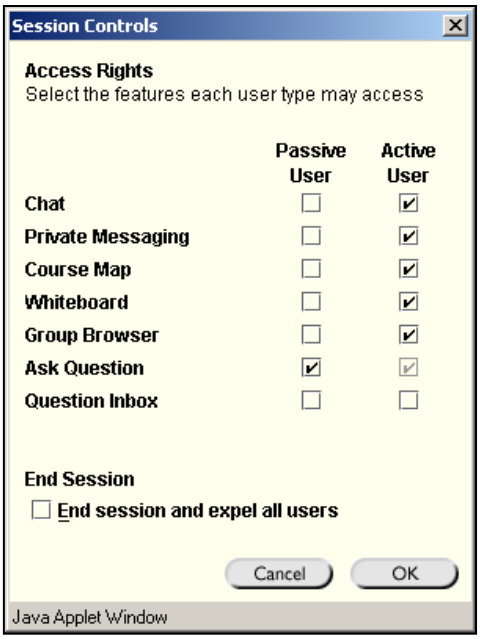


Both tools offer the option to record a session and create and archive. Instructors **must** press "Record" to archive a session.



User Roles in the Virtual Classroom-Instructors control access and functionality by assigning students a role of "active" or "passive". By default all student enter the Virtual Classroom in the "passive" mode.

To make a student "active", select the student's name in the participants column and then click the student icon. (see figure left)



To edit the session controls and change access rights, click "Controls" in the Menu bar and the "Sessions Controls" window will appear. Check the items you wish to have passive and active users access.

Classroom Tools

Part	Function
Whiteboard	Enables Participants to present material, draw.
Group Browser	Enables Participants to present web pages.
Course Map	Enables Participants to view Course contents.
Ask Question	Enables Participants to ask questions to the instructor or class.
Question Inbox	Enables Instructor to manage questions.