

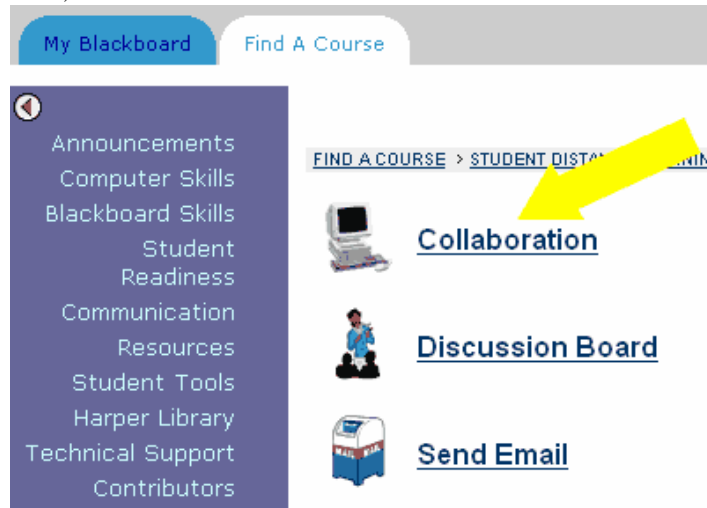
## Blackboard Chat Tutorial

### Step 1

Click on the “Communication” link located in the navigation area.

### Step 2

Next, click on the “Collaboration” link.



### Step 3

The Collaboration Sessions page displays a list of available sessions.

These usually include "Office Hours" -- an easy-to-use chat and "Lecture Hall / Virtual Classroom" -- a more full-featured chat and communication area.

This tutorial will focus on the "Office Hours" chat. Click on the "Join" button that is on the same line as "Office Hours" to join the chat.

#### Collaboration Sessions

Filter:   Search by:  Session Name  Start Date  End Date (MM/DD/YY)

Session Name	Tool	Start Date	End Date	
 Lecture Hall	Virtual Classroom			<input type="button" value="Join"/>
 Office Hours	Chat			<input type="button" value="Join"/> <input type="button" value="Recordings"/>

## Step 4

The "Launching Chat Tool" page displays. Blackboard is launching the chat tool -- it is a Java applet and takes some time to download the very first time.

After a minute or two, the chat should begin. If it does not, you may need a new Java Plug-In for your browser. Follow the directions on the page to download and then install the Java Plug-In.



### Launching Chat Tool

#### Chat Loading.

Leaving this page will close the Chat window.

Java Plug-in is required for Chat to run. Java Plug-in should download and begin installation automatically. Download time will vary by connection speed.

If the Java Plug-in is not installed or there are problems loading Chat, download the [Java Plug-in](#).

If a screenreader is being used to access the accessible Chat tool, the Java Access Bridge may need to be installed so that the screenreader can interact with the keyboard shortcuts and alt tags in the Chat tool.

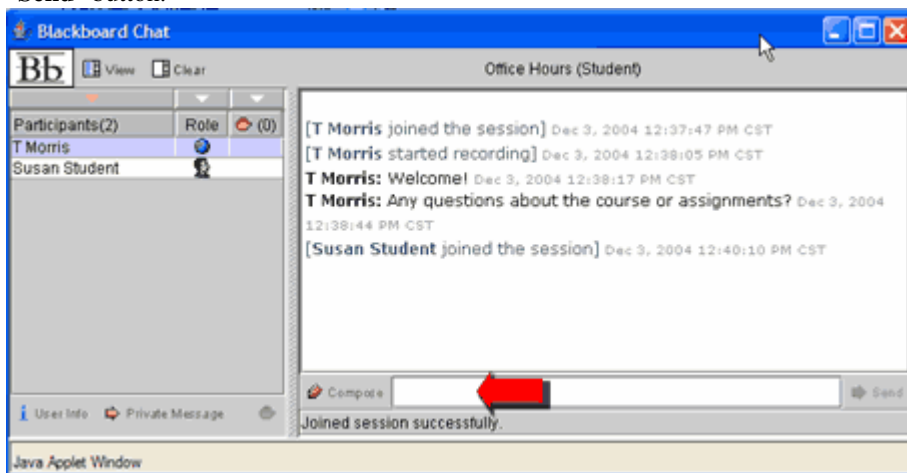
Note that JAWS 4.5.1 and later will work with the Java Access Bridge version 1.0.3.

[Click here](#) to view the installation help documentation.

[Click here](#) to download the Java Access Bridge.

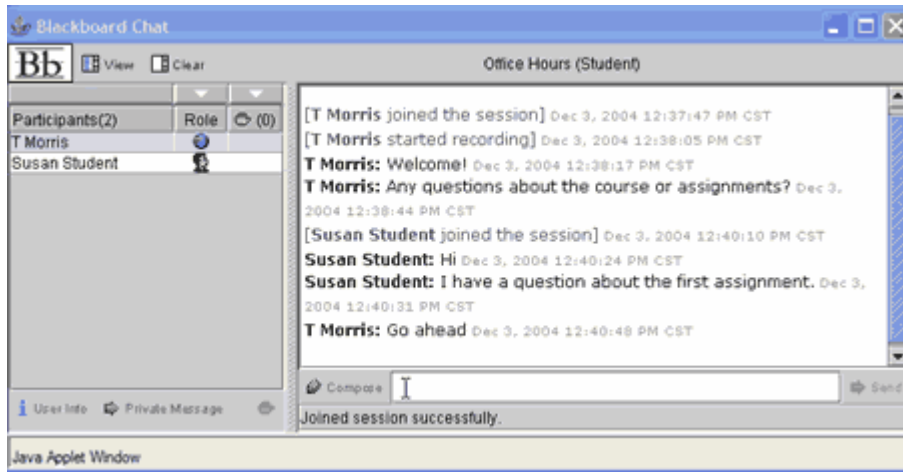
## Step 5

The Chat finishes launching. Type a message in the "Compose" text box and press the "Enter" key or click the "Send" button.



## Step 6

The Instructor responds. Typically, other students will also be in the chat. Type your reply. Press the "**Enter**" key or click the "**Send**" button when you are done. You will chat in this manner until the Instructor indicates the chat session is over.



To exit the chat, click the red "X" close button in the upper right-hand corner of the chat window.