

Blackboard Vista: Using the Who's Online Tool

The Who's Online tool is an instant messaging utility that lets members "see" and "chat" with others who are logged in to a course at the same time. Members can determine their visibility and availability to chat with others.

Step 1: Accessing Who's Online

1. In the "Course Tools" menu, click **Who's Online**. The Who's Online screen is displayed.



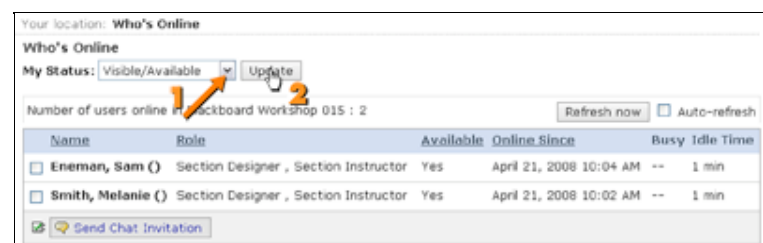
All members can set whether or not they are visible and available to chat with others. The Visible/Available option means that students will see your name in the list and will be able to send you a chat invitation. The Visible/Unavailable option means that students will see your name in the list but will not be able to send you a chat invitation. The Invisible option means that your name will not be displayed on the list of users.

Step 2: Setting Your Status

1. In the "My Status" drop-down list, select your status. In this example, we are leaving it at Visible/Available.

NOTE: If you want to work without interruption, choose the "Invisible" option. This way, students will not know that you are in the course and you can grade assignments, assessments or discussion posts without interruption.

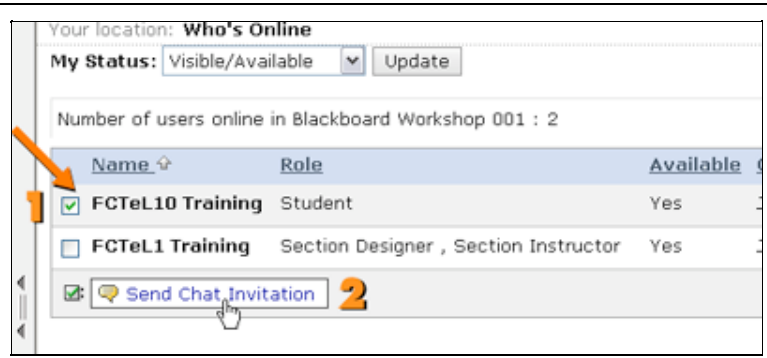
2. Click **Update**. The Who's Online screen updates and your new status is displayed.



When you invite members to chat, an invitation message is displayed on each selected member's computer screen with the request and a text box to respond. If the person accepts your invitation, a message screen is displayed.

Step 3: Selecting Members to Chat

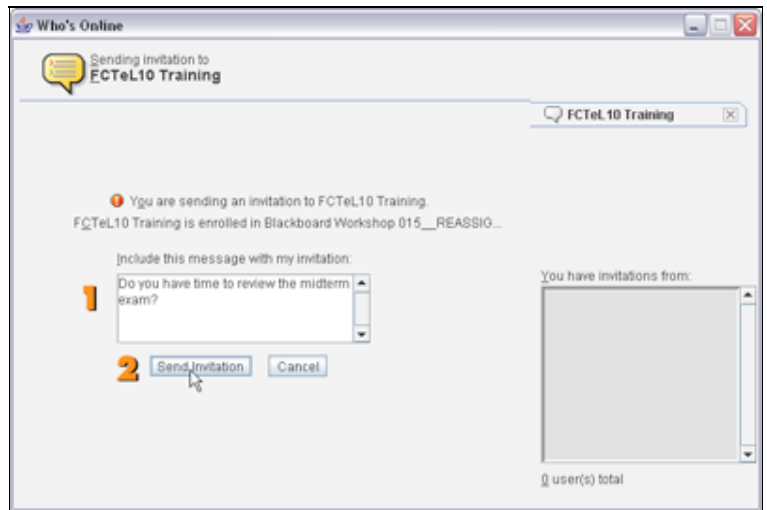
1. From the Who's Online screen, select the member you want to chat with.
2. Click **Send Chat Invitation**. The Who's Online window is displayed.



Step 4: Send the Chat Invitation

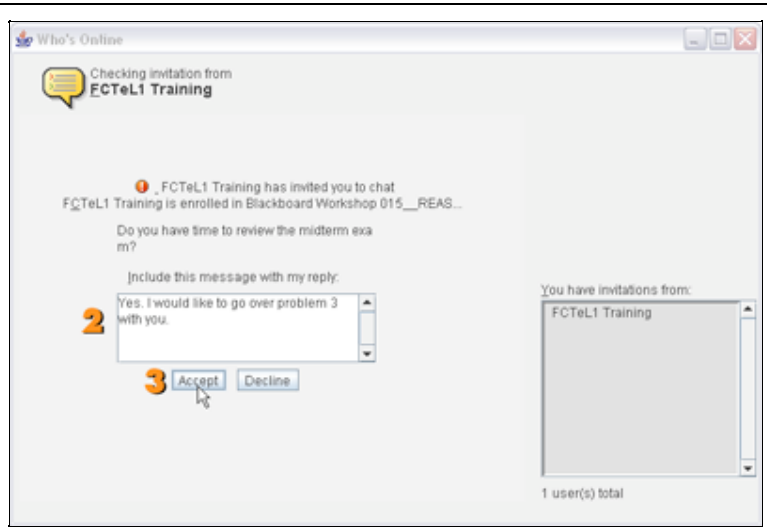
1. In the "Include this message with my invitation" text box, type a message. In this example, we used Do you have time to review the midterm exam?
2. Click **Send Invitation**.

NOTE: You can only chat with a maximum of 5 users simultaneously.



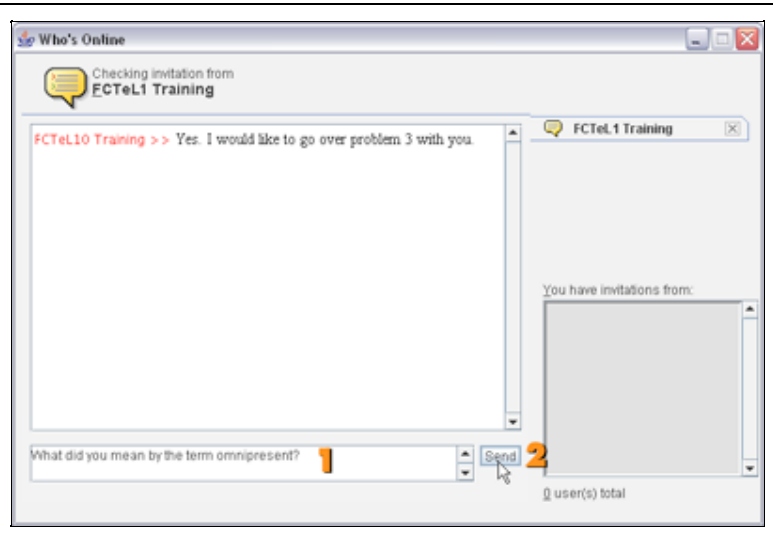
Step 5: Accepting an Invitation

1. The recipient will see the Who's Online Checking invitation from window.
2. In the "Include this message with my reply" text box, type a reply message. In this example we have used, Yes. I would like to go over Problem 3 with you.
3. Click **Accept**. The Who's Online window updates to the Chat window.



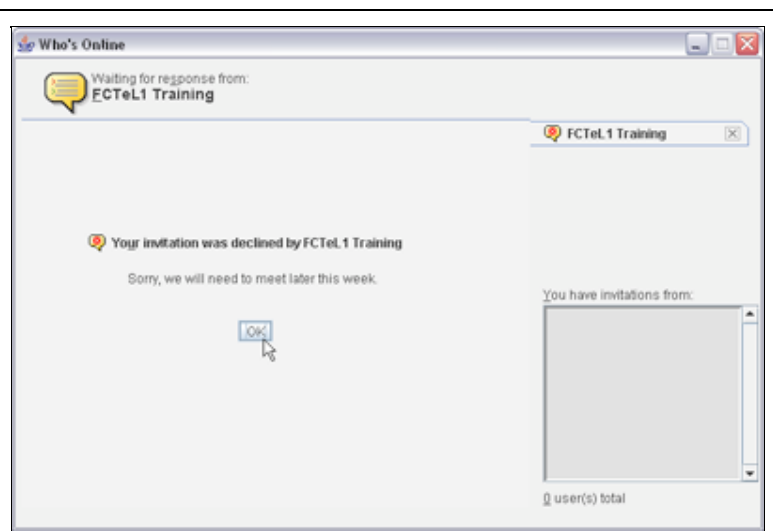
Step 6: Chatting

1. In the bottom text box, type your message. In this example we have used, What did you mean by the term omnipresent?
2. Click **Send**. The window updates with the text now displaying in the upper text box.
3. When you are finished chatting, close the Who's Online window (not illustrated).



Step 7: Declining An Invitation

1. If the person you invited to chat declines your invitation, the following screen is displayed.



Your screens may look different depending upon your configuration.