Communicating with Students

Raised Hands (Enabling/Disabling Students)

- The Participants List is in the lower left and contains all of the people currently participating in this Session.

<table>
<thead>
<tr>
<th>Participants</th>
<th>Role</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander Rudd</td>
<td>✋</td>
<td>0</td>
</tr>
<tr>
<td>tlsStudent tlsStudent</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

- If a name has a small person next to it under the Role column, they are classified as a student.

- If that picture is grayed out, they are currently Passive and can’t type messages.

- The students can request to be activated by Raising their Hand.

- A student with a Raised hand is requesting to be activated so they can speak.

- Select the student from the Participants list and activate them by clicking on the Activate button.

- Using the Activate and Deactivate buttons you can easily control who is allowed to type messages.

Sending Private Messages to Students

- Private messages show up only on the screen of the person they are sent to, and do not show up in the recorded archives.

- To send a private message, select the Student from the Participants list.

- You can send a private message to multiple students by holding down the Ctrl key on your keyboard and clicking other names.

- All names highlighted in purple will receive the private message.

- Click on the Private Message button.

- Type your message in the window that pops up and click the Send button to send the message.

- Note that if you choose to record this conversation into an Archive these private messages will not show up in that archive.

- You can also send a private message to one person on the Participants list by double-clicking on their name.

Setting Options for Active/Passive Students

- You can choose which tools Active/Passive users have access to under the Controls menu at the top of the screen.

- A window will pop up with several checkboxes; you can choose which tools you want a student to be able to use when they are Active or Passive.
(Remember that a Student is **Active** if the person icon next to their name is colored in, and **Passive** if that icon is grayed out.)

- The **End Session** check box at the bottom will exit the current **Virtual Classroom** session and kick all other users out as well, this is the same as clicking the **End** button on the main menu bar.

### Answering Student Questions

- Students can ask questions that are like regular messages, but they don’t show up until you choose to answer them.
- When a Student has asked a question the number next to **Question Inbox** will increase by one.

This number represents the total number of unanswered questions that are currently in the question box.

- If you click on the **Question Inbox** it will be displayed below the link you clicked.
- Here you see the list of all questions and who asked them.

- **Note:** The questions that are submitted to the **Question Inbox** are visible to all users in the **Virtual Classroom**. If a student wishes to ask a question with anonymity, instruct them to use the **Private Message** feature.

- You can set your window so that private messages are easy to see by clicking on the **View** option at the top of the screen, and selecting the **Show in separate Frame** radio button. Your chat window will then appear like this with private messages on the right:

- If you choose to enable the **Show unanswered only** checkbox then only questions you have yet to respond to will be visible.
- When you click on a question, it is highlighted in purple and you can read the question text in the box on the lower part of this window.
- To respond to a question, highlight it and click the **Respond** button.

- A new window will pop up where you can see the question text and you have a text box where you enter your response to the question.
• In this window you can type your response to the question, choose whether or not the messages should be private, and click **Send** to answer the question.

• Remember that if you do not choose to allow **Passive** students to ask questions, only students that have been **Activated** can ask questions.

**Recording Sessions for Later**

• You can record chat sessions so that you can allow students to browse through them later to review questions that were asked and topics covered.

• Note that only the text of the message box will be recorded, images drawn on the **Whiteboard** and private messages will not be recorded.

• To begin recording, click on the **Record** button in the upper right-hand corner of the window.

• A new window will open where you can choose a name for the **Recording**. By default it will be named for the date and time that you begin recording. Click **OK** to begin recording.

**Displaying WebPages**

• There are two different ways to display a webpage in the content window of all the students’ screens.

• The first is limited to pages within your **Blackboard Course**.

• Click on the **Course Map** link under the main navigation bar.
• This will display a tree of your Course, select the page from your course that you want to display and make sure that Display to Class is selected from the drop down box, and click Go!

• The other way to display web pages on all of the Students’ screens is through the Group Browser link, listed just underneath the Course Map link on the main navigation bar.

• Type your desired URL into the text field and click the Go! Button.

• Note: After you display a URL to the class, their screens will not be updated as you click on links or otherwise navigate through the website.

• It is not possible to copy and paste the URL of a site into the Virtual Classroom, so you cannot simply take the new URL and paste it in the Enter Address: field shown above.

• In order to have a series of web pages displayed synchronously with all your students, save each page in the series as pages in your Blackboard Course.

• Navigating through the Course Map will refresh the students’ screens along with yours and achieve the desired effect.