Designer and Instructor Reference
WebCT™ Campus Edition 6.0

PART 4: WEBCT TOOLS AND FEATURES

CHAPTER 11: CHAT

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IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT CHAT

For Designers

The *Chat* tool allows you to communicate in real time with other users in the course. You can use *Chat* to engage in conversations with all users or selected users. You can use the *Chat* tool's *Whiteboard* to draw objects, enter text, import images, and create slide shows that can be viewed in real time by other users.

A *Chat and Whiteboard* room, called the *Common Room*, is created by default. You have the option to create other *Chat* rooms, *Whiteboard* rooms, or combined *Chat and Whiteboard* rooms.

ABOUT CHAT

For Section Instructors

The *Chat* tool allows you to communicate in real time with other users in the course. You can use *Chat* to engage in real-time conversations with all users or selected users. You can also use the *Chat* tool's *Whiteboard* to draw objects, enter text, import images, and create slide shows that can be viewed in real time by other users.

EXAMPLE: Use *Chat* to provide information on office hours, online guest speakers, exam reviews, and study groups. Use *Whiteboard* to display images, draw objects or draw freehand, and present slide shows.

You can also manage participation in *Chat* rooms by granting permission to one user at a time to participate and view room logs.

A *Chat and Whiteboard* room, called the *Common Room*, is created by default. You have the option to create other *Chat* rooms, *Whiteboard* rooms, or combined *Chat and Whiteboard* rooms.

WORKING WITH CHAT AND WHITEBOARD ROOMS

IMPORTANT: Topics in this section apply to various roles. See specific topics for your role.

Creating Rooms

For All Roles

NOTE: Depending on administrator settings, this feature may not be available.

You can create a *Chat* room, a *Whiteboard* room, or a combined *Chat and Whiteboard* room.

1. From the *Chat* screen, click **Create Chat or Whiteboard Room**. The *Create Chat or Whiteboard Room* screen appears.
2. In the *Title* text box, enter a name for the room.
3. In the *Description* text box, enter a description. If you want to hand-code the description in HTML, select the *Use HTML* check box.
4. Next to *Item Visibility*, select one of the following options:
   - If you want to make the item visible to users, ensure the option *Show Item* is selected.
   - If you want to temporarily hide the item from users, select *Hide Item*.
5. In the *Maximum users* text box, enter the maximum number of users allowed in the room at one time.
6. Below *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
7. If you want to specify additional room settings, next to *More Options*, click the *Expand* icon. The *More Options* section expands.
8. Specify the following room settings:

   NOTE: Some of the following settings may not be available.

   a. For combined rooms, if you want to allow users to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow users to hide or show Chat or Whiteboard in a combined room*.

   b. If you want to allow users to send private *Chat* messages, select *Allow private Chat messages*.

   c. If you want to allow users to identify themselves in the room using an alias, select *Allow alias*.

   d. If you want to maintain a *Chat* room log, select *Maintain Chat room log*.

9. Do one of the following:
   - If you want to create another room, click **Save and Create Another**. The room is created and the *Create Chat or Whiteboard Room* screen is cleared. Repeat steps 2 to 8.
   - If you do not want to create another room, click **Save**. The room is created.

Entering Rooms

For Section Designers and Section Instructors

If available, you can enter one or more rooms.

1. From the *Chat* screen, locate the room you want to enter, and click its *ActionLinks* icon. A menu appears.
2. Click **Go to Chat Room**.
3. To enter a different room, click the appropriate tab.

Editing Room Properties

For Designers and Section Instructors

You can edit the name, description, maximum users allowed, and other properties for a room.

1. From the *Chat* screen, locate the room you want to modify and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Room Properties* screen appears.
3. Edit the room settings as desired:
   a. In the *Title* text box, edit the room name.
   b. In the *Description* text box, edit the room description. If you want to hand-code the description in HTML, select the *Use HTML* check box.
   c. Next to *Item Visibility*, select one of the following options:
      - If you want to make the item visible to users, ensure the option *Show Item* is selected.
      - If you want to temporarily hide the item from users, select *Hide Item*.

d. In the *Maximum users* text box, edit the maximum number of users allowed in the room at the same time.

e. Below *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.

f. If you want to edit additional room settings, next to *More Options*, click the *Expand* icon. The *More Options* section expands.

g. Specify the following room settings:

NOTE: Some of the following settings may not be available to you.

i. For combined rooms, if you want to allow users to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow users to hide or show Chat or Whiteboard in a combined room*.

ii. If you want to allow users to send private *Chat* messages, select *Allow private Chat messages*.

iii. If you want to allow users to identify themselves in the room using an alias, select *Allow alias*.

iv. If you want to maintain a *Chat* room log, select *Maintain Chat room log*.

4. Click **Save**. The room settings are saved.

Linking Items to the Course Content and Learning Modules Tools

For Designers

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Setting an Entry Chime

For Section Designers and Section Instructors

If you want to be notified when a user enters a *Chat* room, you can set an entry chime.

1. From the *Chat* room, click the *Chimes* icon. The *Chime Preferences* pop-up window appears.
2. Select your chime option.
3. Click **Save**. Your chime option is set.

Moving Items

For Designers

You can move lines, objects, and text that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Move** icon. Selection handles appear around all items on the *Whiteboard*.
2. For each item you want to move, click one of its selection handles and, keeping the mouse button pressed, move the mouse to drag the item to the desired position.
3. When you have finished moving the item, release the mouse button.

Setting or Modifying Release Criteria

For All Roles

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Showing or Hiding Rooms

For All Roles

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Showing or Hiding One Room in a Combined Chat and Whiteboard Room

For Section Designers and Section Instructors

In combined *Chat and Whiteboard* rooms, you can show or hide one of the rooms.

- To hide the *Chat* room, click **Hide Chat**. Only the *Whiteboard* room is displayed.
- To hide the *Whiteboard* room, click **Hide Whiteboard**. Only *Chat* room is displayed.
- To show the *Chat* room, click **Show Chat**. The *Chat* room is displayed.

- To show the *Whiteboard* room, click **Show Whiteboard**. The *Whiteboard* room is displayed.

Navigating Multiple Pages

For All Roles

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
    - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

      NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.
    - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
    - To go to the next page, click the *Next Page* icon.
    - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
    1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
    2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Viewing Links to Rooms

For Designers

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.

2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Viewing Chat Room Logs

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can view a record of chat messages sent by users in the room. The messages are organized by date and time.

1. From the *Chat* screen, locate the room you want to view a log for and click its *ActionLinks* icon. A menu appears.
2. Click **View Log**. The *Chat Room Log* screen appears.
3. If you want to print the log, use your browser's print function.
4. If you want to clear the log, click **Clear Log**.

Deleting Rooms

For All Roles

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

NOTE: In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

- Using the **Delete** button to delete one item or several items:
    1. Select the items and click **Delete**. A confirmation message appears.
    2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
    1. Select the check box next to *Title*. All items on the current page are selected.

2. Click **Delete**. A confirmation message appears.
3. Click **OK**. All items on the current page are deleted.
4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.

- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

USING CHAT

For Section Designers and Section Instructors

Sending Messages

You can send messages to all users in the *Chat* room.

1. From the *Chat* room, in the text box at the bottom of the screen, type your message.

   IMPORTANT: Pressing the `Enter` key on your keyboard sends the message.

2. Click **Send**. Your message appears in the *Chat* window where all users in the room can see it.

Sending Private Messages

NOTE: Depending on administrator settings, this feature may not be available.

You can send a private message to a specific user in the *Chat* room. If room logging is turned on, your private message will be recorded in the log.

1. From the *Chat* room, in the *Active* participant list, double-click the name of the user that you want to send a private message to. The *Private Chat* pop-up window appears.
2. In the text box at the bottom of the window, type your message.

3. Click **Send**. Your private message is sent to the specific user.

Sending URLs

You can send URLs to all users in the *Chat* room.

1. From the *Chat* room, in the text box at the bottom of the screen, enter the URL. To enter more than one URL, separate each URL with a space.

   EXAMPLE: www.webct.com www.google.ca www.yahoo.com

2. Click **Send**. The URL appears in your *Chat* window where all users in the room can see it.

USING WHITEBOARD

For Section Designers and Section Instructors

Entering Text

You can enter text on the *Whiteboard*. The default color of the text is black but you can select a different text color by using the *Outline Color* icon.

TIP: The *Outline Color* icon is located next to the color palette.

- If you want to use the default text color and start entering text, do the following:
  1. From the *Whiteboard* button bar, click the **Text** button.
  2. Place your cursor on the *Whiteboard*.
  3. Enter your text. The text appears on the *Whiteboard* to all users in the room.
- If you want to select a text color before you start entering text, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  2. From the color palette, click the new color. The icon appears in the new color.
  3. From the button bar, click the **Text** button.

4. Place your cursor on the *Whiteboard*.
5. Enter your text. The text appears on the *Whiteboard* to all users in the room.

Entering Text

You can enter text on the *Whiteboard*. The default color of the text is black but you can select a different text color by using the *Outline Color* icon.

TIP: The *Outline Color* icon is located next to the color palette.

- If you want to use the default text color and start entering text, do the following:
  1. From the *Whiteboard* button bar, click the **Text** button.
  2. Place your cursor on the *Whiteboard*.
  3. Enter your text. The text appears on the *Whiteboard* to all users in the room.
- If you want to select a text color before you start entering text, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  2. From the color palette, click the new color. The icon appears in the new color.
  3. From the button bar, click the **Text** button.
  4. Place your cursor on the *Whiteboard*.
  5. Enter your text. The text appears on the *Whiteboard* to all users in the room.

Selecting Font Attributes

You can select font type, size, and formatting for the text that you enter on the *Whiteboard*.

1. From the *Whiteboard* font options area, select any of the following font attributes:
   a. From the font type drop-down list, select the type.
   b. In the font size text box, enter the font size.
   c. To apply formatting, such as bold, italics, or underscore, click the appropriate icon.
2. From the *Whiteboard* button bar, click the **Text** button.
3. Place your cursor on the *Whiteboard* and enter your text. The text appears with the selected font attributes.

Selecting the Colors for Lines and Objects

By default, freehand drawings, lines, ovals, and rectangles on the *Whiteboard* appear in black and white. However, you can select other colors. For ovals and rectangles, you can select the outline color, fill color, or both.

- To select a color for freehand drawings and lines, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  2. From the color palette, click a color. The icon appears in the selected color.
  3. Draw your lines. The lines appear in the selected color.
- To select an outline color for objects, such as ovals and rectangles, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  2. From the color palette, click a color. The icon appears in the selected color.
  3. Draw your objects. The objects appear in the selected outline color.
- To select a fill color for objects, such as ovals and rectangles, do the following:
  1. Next to the *Whiteboard* color palette, click the *Fill Color* icon.
  2. From the color palette, click a color. The icon appears in the selected color.
  3. Draw your objects. The objects appear in the selected fill color.

Drawing Objects

You can draw the following objects on the *Whiteboard*:

- ovals
- rectangles

1. From the *Whiteboard* button bar, click one of the following buttons:
   - **Oval**
   - **Rectangle**
2. Place your cursor on the *Whiteboard*.
3. Keeping the mouse button pressed, draw your object by moving the mouse.
4. When you are finished drawing, release the mouse button. The object appears on the *Whiteboard* to

all users in the room.

Reshaping Objects

You can change the shape of ovals and rectangles that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the *Reshape* icon. Selection handles appear around all objects on the *Whiteboard*.
2. For each object you want to reshape, click one of its selection handles and, keeping the mouse button pressed, move the mouse to reshape the object.

Changing the Colors of Objects

You can change the colors of objects, such as ovals and rectangles, on the *Whiteboard*. You can change the outline color, the fill color, or both for an object.

- If you want to change the outline color, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  2. From the color palette, click a color. The icon appears in the new color.
  3. From the *Whiteboard* button bar, click the **Select** button. Selection handles appear around all objects.
  4. For each object that you want to change the outline color, click one of its selection handles. The color is changed.
- If you want to change the fill color, do the following:
  1. Next to the *Whiteboard* color palette, click the *Fill Color* icon.
  2. From the color palette, click a color. The icon appears in the new color.
  3. From the *Whiteboard* button bar, click the **Select** button. Selection handles appear around all objects.
  4. For each object that you want to change the fill color, click one of its selection handles. The color is changed.

Drawing Lines

You can draw the following on the *Whiteboard*:

- freehand drawings
- straight lines

1. From the *Whiteboard* button bar, click one of the following buttons:
   - **Freehand Draw**
   - **Line**
2. Place your cursor on the *Whiteboard*.
3. Keeping the mouse button pressed, draw the line by moving the mouse.
4. When you are finished drawing, release the mouse button. The drawing appears on the *Whiteboard* to all users in the room.

Selecting Line Width

You can select the line width for lines and objects that you draw on the *Whiteboard*. You can also change the line width for existing lines and objects on the *Whiteboard*.

1. From the *Whiteboard* line options area, click the line width that you want to use. Lines and objects that you draw will appear in the selected line width.
2. If you want to apply the selected width to existing lines and objects, do the following:
   a. From the *Whiteboard* button bar, click the **Select** button. Selection handles appear around all lines and objects on the *Whiteboard*.
   b. For each line or object that you want to change line width, click one of its selection handles. The line width is changed.

Changing the Colors of Lines

You can change the colors of lines that are drawn on the *Whiteboard*.

1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
2. From the color palette, click a color. The icon appears in the new color.
3. From the *Whiteboard* button bar, click the **Select** button. Selection handles appear around all lines.
4. For each line that you want to change, click one of its selection handles. The color is changed.

Moving Items

In general, items initially appear in the order that they were created. Numeric indicators in the *Order* column show the order that items were created. You can move items up or down and change their order. All users will see the items in the specified order.

1. Ensure that the list of items is sorted in ascending order (A to Z, or 1 to 9 in the *Order* column. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. If not, click the column title *Order* until the list is sorted in ascending order.
2. Select the item that you want to move up or down.
3. Do one of the following:
   - To move the item up:
     a. Locate an item above the one that you already selected and click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Above**. The selected item is moved up.
   - To move an item down:
     a. Locate an item below the one that you already selected and click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Below**. The selected item is moved down.

Duplicating Items

You can duplicate lines, objects, and text that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Duplicate** button. Selection handles appear around all items on the *Whiteboard*.
2. For each item you want to duplicate, click one of its selection handles. A duplicate of the item is created.
3. If you want to move the duplicate item, do the following:
   a. From the *Whiteboard* button bar, click the **Move** button. Selection handles appear around all items on the *Whiteboard*.
   b. For each item you want to move, click one of its selection handles and, keeping the mouse button pressed, drag the item to the desired position.
   c. When you are finished moving the item, release the mouse button.

Zooming In and Out

You can get a larger view of objects on the *Whiteboard* by using the **Zoom In** button. You can also get a view of all objects on the *Whiteboard* by using the **Zoom Out** button.

1. From the *Whiteboard* button bar, click the **Zoom In** or **Zoom Out** button. The view is changed.
2. Use the horizontal and vertical scroll bars to bring objects into view.

Undoing Your Last Action

You can undo each *Whiteboard* action that you performed since entering the room, such as drawing an object or entering text.

From the *Whiteboard* room, click the **Undo** button. Your last action is undone.

Using X and Y Coordinates

The coordinates of your cursor on the *Whiteboard* are always displayed.

From the *Whiteboard*, move your cursor. The *X* and *Y* text boxes reflect the coordinates of your cursor.

Deleting Whiteboard Items

You can delete lines, objects, and text from the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Delete** button. Selection handles appear around all items on the *Whiteboard*.
2. For each item you want to delete, click one of its selection handles. The item is deleted.

Printing Whiteboard Content

You can print content, such as lines, objects, and text that are on the *Whiteboard*.

1. From the *Whiteboard*, click **Print**. The content appears in a new browser window.
2. Make your selections to print from your browser.

Clearing the Whiteboard

You can remove all content, such as lines, objects, text, and images from the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Clear** button. A confirmation message appears.
2. Click **OK**. The *Whiteboard* is cleared.

USING WHITEBOARD FILES

For Section Designers and Section Instructors

Loading Files

You can load files and display them on the *Whiteboard* where all participants in the room can see. You can load `.jpg` images, `.gif` images, and *Whiteboard* drawings saved in `.wbd` file format.

1. From the *Whiteboard* room, click **Load File**. The WebCT *Content Browser* pop-up window appears.
2. Do one of the following:
   - If the files you want to display are on your computer:
     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     ii. Locate and select the files. The files are loaded to the *Whiteboard*.
   - If the files you want to display are in WebCT, locate and select the files. The files are loaded to the *Whiteboard*.

Saving Whiteboard Drawings as Files

You can save *Whiteboard* drawings and use them in another session. The drawings are saved in the WebCT *File Manager*.

1. After you complete your drawing on the *Whiteboard*, click **Save**. The *Content Browser* pop-up window appears.
2. Enter a file name.

   NOTE: File names cannot contain spaces.

3. From the file format drop-down list, select *.wbd*. This file format is for *Whiteboard* drawings.
4. Click **Save**. The drawing is saved.

Saving Whiteboard Drawings as Slides

You can save *Whiteboard* drawings as slides and use them to create a slide show. You must save the drawings in either `.jpg` or `.gif` format.

1. After you complete your drawing on the *Whiteboard*, click **Save**. The WebCT *File Browser* appears.
2. Enter a file name.

   NOTE: File names cannot contain spaces.

3. From the file format drop-down list, select either `.jpg` or `.gif`.
4. Click **Save**. The drawing is saved as a slide.

USING WHITEBOARD SLIDE SHOWS

For Section Designers and Section Instructors

Creating a Slide Show

You can use `.jpg` images, `.gif` images, or Whiteboard drawings and organize them to create a slide show presentation. If you use *Whiteboard* drawings, you must first save them as slides.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Click **Create Slide Show**. The *Create Slide Show* pop-up window appears.

3. In the *Slide Show Title* text box, enter a title.
4. Click **Add Slides**. The WebCT *Content Browser* appears.
5. Do one of the following:
   - If your slides are on your computer:
     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     ii. Locate and select the files. The *Create Slide Show* pop-up window appears, displaying a list of slides to be used in the slide show.
   - If your slides are in WebCT, locate and select the files. The *Create Slide Show* pop-up window appears, displaying a list of slides to be used in the slide show.
6. If you want to preview a slide, click the slide title. The slide is displayed in the preview area.
7. If you want to change the order of the slides, click a slide title and click the buttons for move up and move down. The slide is moved.
8. Decide how you want to play the slide show:
   - If you want each slide to advance automatically, select *Enable autoplay for this slide show*.
   - If you want to use the manual controls to advance each slide, clear the *Enable autoplay for this slide show* check box.
9. If you want to specify the number of seconds for each slide to be displayed when playing the slide show in autoplay mode, do the following:
   a. Click a slide title.
   b. In the *Display* text box, enter the number of seconds.

      NOTE: The default display time for each slide is 10 seconds.

   c. Click **OK**. The display time is changed.
10. Click **Save Slide Show**. Your slide show is created.

Editing a Slide Show

You can edit a slide show by doing the following:

- adding or deleting slides from a slide show
- changing the display time of each slide
- changing the order of slides
- enabling autoplay mode

- disabling autoplay mode

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the title of the slide show that you want to edit.
3. Click **Edit Slide Show**. The *Edit Slide Show* pop-up window appears.
4. Edit the slide show:
   - If you want to add slides:
     a. Click **Add Slides**. The *Content Browser* pop-up window appears.
     b. Do one of the following:
        - If the slides you want to add are in WebCT, locate and select the files. The *Edit Slide Show* pop-up window appears, displaying a new list of slides to be used in the slide show.
        - If the slides you want to add are on your computer:
          i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
          ii. Locate and select the slides. The *Edit Slide Show* pop-up window appears, displaying a new list of slides to be used in the slide show.
   - If you want to delete slides, click the title of the slide and click **Delete.** The slide is deleted.
   - If you want to change the order of the slides, click a slide title and click the buttons for move up and move down. The slide is moved.
   - Decide how you want to play the slide show:
     - If you want each slide to advance automatically, select *Enable autoplay for this slide show*.
     - If you want to use the manual controls to advance each slide, clear the *Enable autoplay for this slide show* check box.
   - If you want to change the number of seconds for each slide to be displayed when playing the slide show in autoplay mode, do the following:
     a. Click the slide title.
     b. In the *Display* text box, enter the number of seconds.

        NOTE: The default display time for each slide is 10 seconds.

     c. Click **OK**. The display time is changed.
5. Click **Save Changes**. A confirmation message appears.
6. Click **Yes**. The changes to your slide show are saved.

Deleting a Slide Show

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the title of the slide show that you want to delete.
3. Click **Delete**. A confirmation message appears.
4. Click **OK**. The slide show is deleted.

Previewing a Slide Show

If you have created a slide show, you can preview it before you load it to the *Whiteboard* where all participants can view it.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the slide show that you want to preview. The first slide appears in the preview area.
3. Use the preview controls to view each slide.

Loading a Slide Show

If you have created a slide show, you can load it on the *Whiteboard* where all participants in the room can view it. If you want each slide to advance automatically, you use the autoplay setting. If you want to advance each slide yourself, you use the manual controls.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the slide show that you want to load.
3. If you need to verify whether or not you are using the autoplay setting, complete this step. If not, go to the next step.
   a. Click **Edit Slide Show**. The *Edit Slide Show* screen appears.
   b. Do one of the following:
      - If you want each slide to advance automatically, select *Enable autoplay for this slide show* and click **Save Changes**.
      - If you want to advance each slide yourself, clear the *Enable autoplay for this slide show*

check box and click **Save Changes**.

4. Click **Load Selected Slide Show**. If you are using autoplay mode, click the **Play** button to start the slide show. If you are not using autoplay mode, you must advance the slides by using the manual controls.

Unloading a Slide Show

If a slide show was loaded on the *Whiteboard*, you can unload it so that participants in the room can no longer view it.

1. From the *Whiteboard* room, next to the slide show controls, click the *Unload this slideshow* icon. A confirmation appears.
2. Click **OK**. The slide show is unloaded.

Using Autoplay to Play a Slide Show

When you load a slide show to the *Whiteboard*, you can use the autoplay setting so that each slide advances automatically. Each slide is displayed for the number of seconds specified on the *Edit Slide Show* screen.

NOTE: If the number of seconds is not specified, the default display time for each slide is 10 seconds.

If you do not use the autoplay setting, you can use the manual controls.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the slide show.
3. Click **Edit Slide Show**. The *Edit Slide Show* screen appears.
4. Select *Enable autoplay for this slide show*.
5. Click **Save Changes**. A confirmation message appears.
6. Click **Yes**. The changes to your slide show are saved.

Using Manual Controls to Play a Slide Show

When you load a slide show to the *Whiteboard*, you can use the manual controls to advance each slide.

If you do not use the manual controls, you can use the autoplay setting.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the slide show.
3. Click **Edit Slide Show**. The *Edit Slide Show* screen appears.
4. Clear the *Enable autoplay for this slide show* check box.
5. Click **Save Changes**. A confirmation message appears.
6. Click **Yes**. The changes to your slide show are saved.

Drawing Lines and Objects on a Slide Show

If a slide show is loaded to the *Whiteboard*, you can draw any of the following on a slide to highlight or emphasize certain elements:

- freehand drawings
- straight lines
- ovals
- rectangles

You can also save the slide with the drawings as a file.

MANAGING USER PARTICIPATION

For Section Instructors

Granting Access to Students

If Students were previously denied access to a *Chat* or *Whiteboard* room, you can grant them access again. When the Section Instructor is not in the room, the Teaching Assistant can grant access to Students.

1. From the *Denied Access* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.

2. Click **Grant Access**. The Student's name appears in the *Active* participant list. The Student receives a message informing them that she is granted access.

Denying Access to Students

You can prevent Students from entering a *Chat* or *Whiteboard* room by using the deny access feature. Once a Student is denied access, she cannot enter the *Chat* or *Whiteboard* room until you grant access. When the Section Instructor is not in the room, the Teaching Assistant can deny access to Students.

1. From the *Active* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Deny Access**. The Student's name appears in the *Denied Access* participant list. The Student receives a message informing them that she is denied access.

Starting Handraise Mode

If you want to give permission to one Student at a time to participate in a *Chat* or *Whiteboard* room, you can start handraise mode. When handraise mode is used, Students must click a button to raise their hand, indicating their desire to participate. A number appears next to each Student name to indicate the order in which Students raised their hands.

When the Section Instructor is not in the room, the Teaching Assistant can start handraise mode.

From the *Chat* or *Whiteboard* room, click **Start Handraise Mode**. The *Handraise* icon appears and a message is sent to all Students informing them that they must raise their hand to participate.

Stopping Handraise Mode

If you want Students to participate without raising their hand in a *Chat* or *Whiteboard* room, you can stop handraise mode.

When the Section Instructor is not in the room, the Teaching Assistant can stop handraise mode.

From the *Chat* or *Whiteboard* room, click **Stop Handraise Mode**. A message is sent to all Students informing them that they can participate.

Allowing Students to Participate

If Students were temporarily disallowed from participating in a *Chat* or *Whiteboard* room, you can allow them to participate again. When the Section Instructor is not in the room, the Teaching Assistant can allow Students to participate.

1. From the *Muted* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Unmute**. The Student's name appears in the *Active* participant list. The Student receives a message informing them that they can participate.

Disallowing Students from Participating

You can temporarily disallow a Student from participating in a *Chat* or *Whiteboard* room by using the mute feature. Once a Student is muted, they cannot participate in the *Chat* or *Whiteboard* room until you allow them to participate again.

When the Section Instructor is not in the room, the Teaching Assistant can use the mute feature.

1. From the *Active* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Mute**. The Student's name appears in the *Muted* participant list. The Student receives a message informing them that they cannot participate.

Passing the Microphone/Pen

You can pass the microphone/pen and give permission to one Student at a time to participate in *Chat* or *Whiteboard*.

Before you can use the *Pass Microphone/Pen* feature, you must enable *Handraise Mode*.

1. From the *Active* participant list, select the Student that you want to give permission to participate.

   NOTE: For each Student who has raised their hand to participate, a number appears next to their name to indicate the order in which they raised their hand.

2. Click **Pass Microphone/Pen**. An icon appears next to the Student's name and the Student is allowed to use *Chat* or *Whiteboard*. A message is sent to all Students informing them that the selected Student has the microphone/pen.