

# Designer and Instructor Reference

## WebCT™ Campus Edition 6.0

### PART 4: WEBCT TOOLS AND FEATURES

#### CHAPTER 37: WHO'S ONLINE

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## CHAPTER 37: WHO'S ONLINE

**IMPORTANT:** Topics for this chapter apply to all roles.

### ABOUT WHO'S ONLINE

You can use the *Who's Online* tool to chat in real time with users who are enrolled in any of your courses and logged in to WebCT at the same time you are logged in. You can access the *Who's Online* tool from *My WebCT*. If a link to the *Who's Online* tool appears under *Course Tools* on the course menu, you can also access it there.

The *Who's Online* tool is similar to the *Chat* tool except that you use the *Who's Online* tool to chat with users without first entering a course. You use the *Chat* tool to chat with users only while you are in a particular course.

### Sending Chat Invitations

You can send chat invitations to other users who are enrolled in any of your courses and logged in to WebCT at the same time you are logged in. You can participate in a maximum of five chat sessions at the same time.

1. From *My WebCT*, under the *Who's Online* channel, click the name of the course where there are users you want to chat with. The *Who's Online* screen appears.
2. Select the user that you want to chat with and click **Send Chat Invitation**. The *Sending invitation to* pop-up window appears.
3. In the text box, type a short message.
4. Click **Send Invitation**. The invitation is sent and you receive notification if your invitation is accepted or declined.

### Accepting Chat Invitations

If you receive a chat invitation through the *Who's Online* tool, you can accept it and begin chatting with the other user. If you receive multiple chat invitations, you can accept a maximum of five invitations at the same time.

- If you receive a single chat invitation and want to accept it, do the following:

1. From the *Checking invitation from* pop-up window, type a reply.
  2. Click **Accept**. Your reply is sent.
  3. To continue chatting, type your next message in the lower text box and either press `ENTER` or click **Send**.
- If you receive multiple chat invitations, a list of names appear in the *You have invitations from* box. To accept an invitation, do the following:
    1. Double-click the name of the user whose invitation you want to accept. The *Checking invitation from* pop-up window appears.
    2. Type a reply and click **Accept**. Your reply is sent.
    3. To continue chatting, type your next message in the lower text box and either press `ENTER` or click **Send**.

## Declining Chat Invitations

If you receive a chat invitation through the *Who's Online* tool but you do not want to chat with the user, you can decline the invitation.

- If you receive a single chat invitation and want to decline it, do the following:
  1. From the *Checking invitation from* pop-up window, type a reply.
  2. Click **Decline**. Your reply is sent.
- If you receive multiple chat invitations, a list of names appear in the *You have invitations from* box. To decline an invitation, do the following:
  1. Double-click the name of the user whose invitation you want to decline. The *Checking invitation from* pop-up window appears.
  2. Type a reply and click **Decline**. Your reply is sent.

## Ending a Chat Session

You can end a single chat session or several chat sessions in the *Who's Online* tool.

1. From the *You are chatting with* pop-up window, locate the name of the user that you want to stop chatting with and click the *Close this channel* icon. A confirmation message appears.
2. Click **OK**. The chat session is ended.

## Setting Your Online Status

In the *Who's Online* tool, you can view a list of users who are enrolled in any of your courses and logged in to WebCT at the same time you are logged in. You can hide or display your own name on this list by setting your online status.

From the *Who's Online* screen, under *My Status*, do one of the following:

- If you want your name to appear on the list of online users and are available to chat, select *Visible/Available* and click **Update**. Your online status is set.
- If you want your name to appear on the list of online users but do not want users to send chat invitations to you, select *Visible/Unavailable* and click **Update**. Your online status is set.
- If you do not want your name to appear on the list of online users, select *Invisible* and click **Update**. Your online status is set.

## Updating the List of Online Users

The *Who's Online* tool displays a list of users who are enrolled in any of your courses and currently logged in to WebCT.

**NOTE:** If users are logged in and set their online status to *Visible*, their names appear on the list. If users are logged in but set their online status to *Invisible*, their names do not appear on the list.

You can see the following information about each user who is visible:

- name
- role
- availability to chat
- time that the user logged in to WebCT
- if the user is already participating in the maximum number of chat sessions (five)
- amount of time that a user is inactive in the *Who's Online* tool after logging in

**NOTE:** The time is accurate within 10 minutes.

If you keep the screen open for some time, you can refresh the list so you see an updated version.

From the *Who's Online* screen, do one of the following:

- To refresh the list of online users, click **Refresh now**. The list of online users is updated.
- To set the list of online users to automatically refresh every minute, select *Auto-refresh*.

**NOTE:** You must select this setting each time you log in.

## Sorting the List of Online Users

The *Who's Online* tool displays a list of users who are enrolled in any of your courses and logged in to WebCT at the same time you are logged in. You can sort the list by name, role, availability, and login time in either ascending order (from A to Z, 0 to 9) or descending order (from Z to A, 9 to 0). By default, the list is sorted by *Name* in descending order.

**NOTE:** Next to the column title, the *Sorted* icon indicates whether the list is currently sorted in ascending or descending order.

Click a column title. The list is sorted.

## Navigating Multiple Pages

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 use 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.

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2. In the *Number of records per page* text box, enter the number of items and click **OK**.