

# CHAT & WHITEBOARD

## STUDENT

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## Introduction

The **Chat and Whiteboard Tool** have been integrated so that you may have a chat room with the facility of a whiteboard. The Chat room enables you to instantly communicate with users that are registered in your course or section. The Whiteboard is now integrated into the Chat room enabling you to add an image or draw on the Whiteboard as well as chat in real time.

New features available in the Chat and Whiteboard room include:

- Handraise mode - The instructor or designer can control participation in the Chat room with the handraise mode facility.
- Slide Shows – The instructor may also add slide shows to the Whiteboard and discuss them with the students in the Chat room.
- Mute – The instructor may temporarily disallow a student from participating in the Chat room by using the mute option. The instructor may then unmute the student at a later stage.
- Deny Access – The instructor may deny a student access to a Chat room. With this option the student will not be able to access the Chat room at all.

## Using the Chat Room

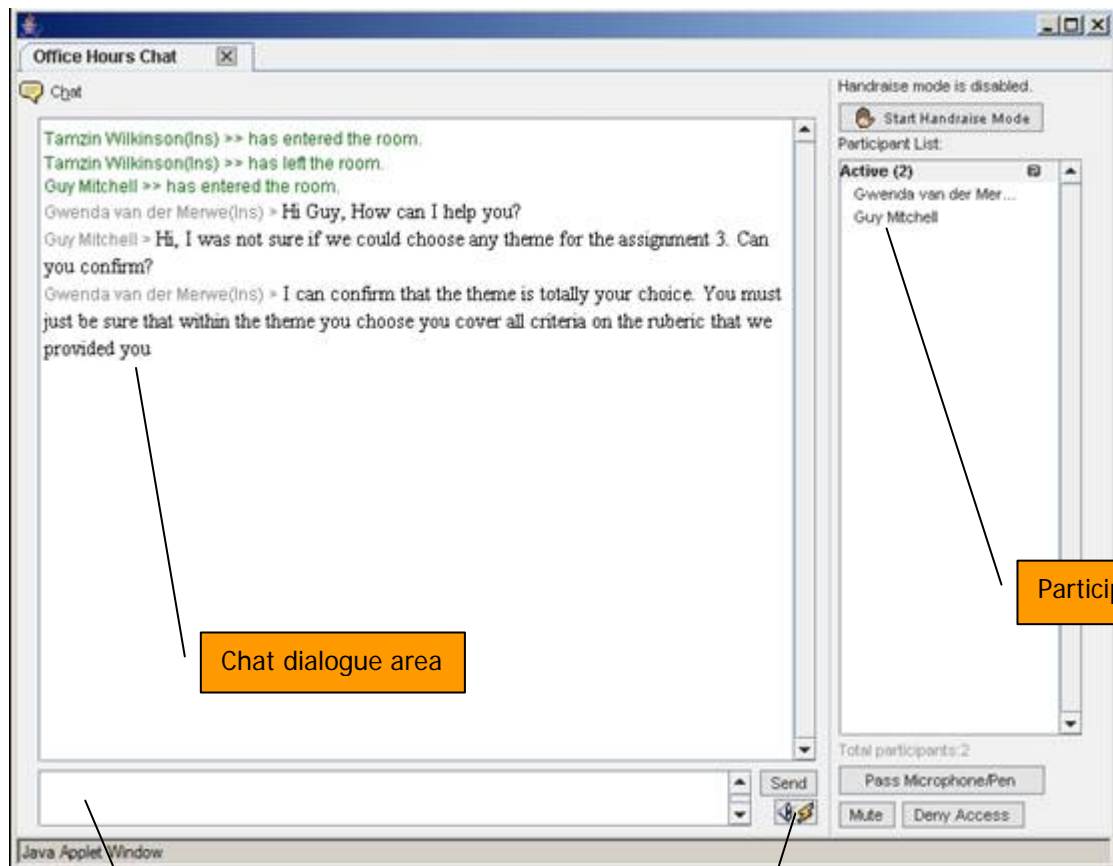


Figure 6-1



## Accessing a Chat Room and Sending Chat Messages

1. Click on the **Chat** link in the left hand Course Tool menu. The **Chat** screen displays.
2. Click on the chat room title to enter the chat room. A new window opens stating that the **Chat is loading. Please wait** as seen in figure 6-2.



Figure 6-2

The **Chat room** loads after a few moments. See figure 6-3.

3. Place your cursor in the chat text area at the very bottom of the screen and type in your chat message.
4. Click on the **Enter** button on the keyboard or click on the **Send** button in the chat interface. The message is sent and will appear in the chat dialog area. See figure 6-3.

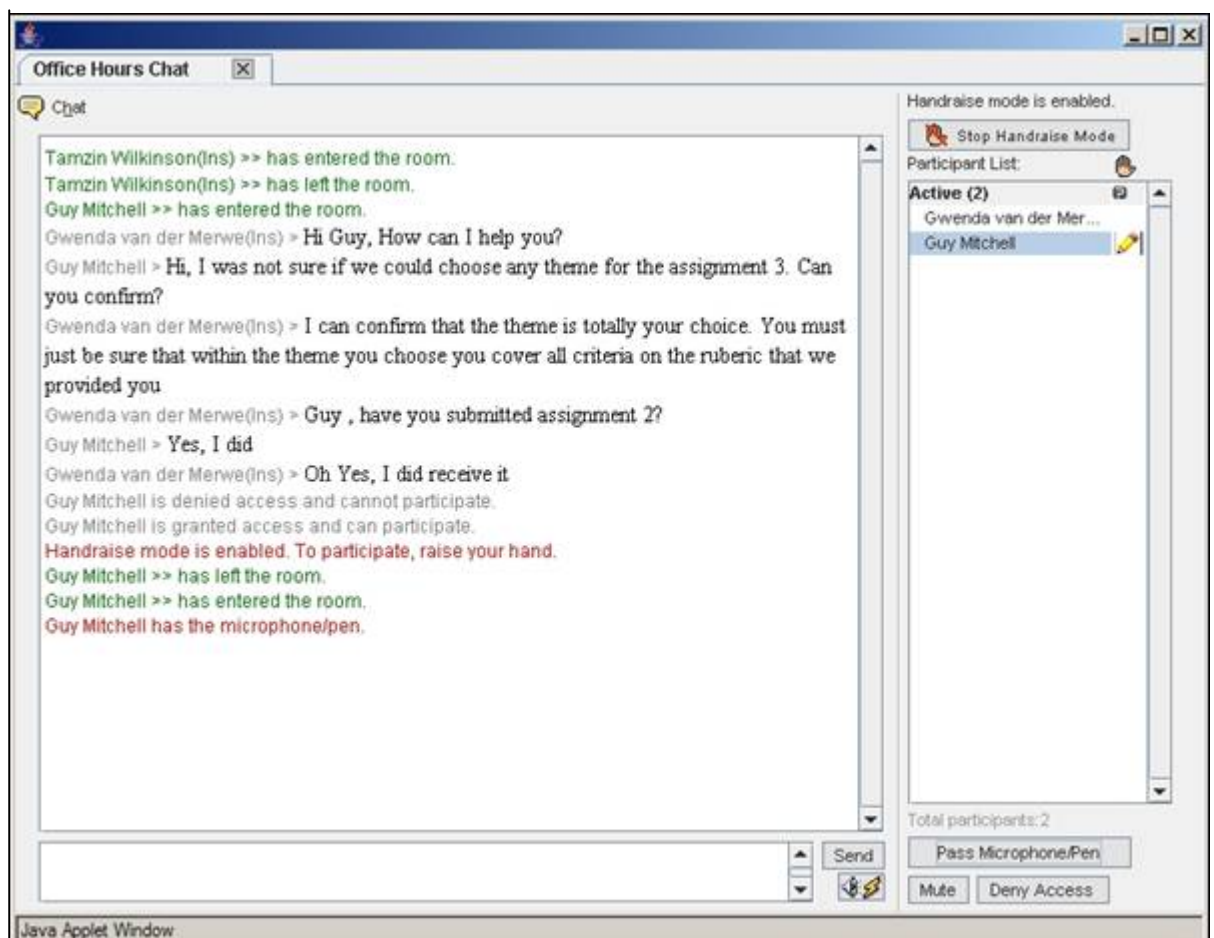


Figure 6-3



The other participants may reply to your message. You will be able to read them when they appear and respond in the same way you responded in steps 3 and 4 on the previous page.

### ***Sending Private Chat Messages***

You may send a private chat message to any participant in a chat room if the instructor or designer has enabled it in the chat settings.

1. Click on the **Chat** link in the left hand Course Tool menu. The **Chat** screen displays.
2. Click on the chat room name you would like to access. A new window opens. A message appears stating that the chat room is loading. After a few minutes the **Chat room** displays.
3. Double click on the name of the person that you would like to send a private message to, from the participants list. That person's name is highlighted and a Private chat window opens as seen in figure 6-5.



Note: If the private chat function has been disabled for the room you will see the pop up message seen in figure 6-4 displaying when you click on a users name.

Figure 6-4



Figure 6-5



4. Place your cursor in the chat dialogue box and type in the message you would like to send the person.
5. Click on the **Enter** button on the keyboard or **Send** button in the chat interface. The private message is sent.

You may chat privately with the user until you select to close the **Private Chat** window.

### ***Sending a URL to the Chat Participants***

You may send a link to a website to the chat participants. This link will open in a new window and the participants will be able to navigate in this website.

1. Click on the **Chat** link from the Course Tool menu. The **Chat** screen displays.
2. Click on the chat room name you would like to access. A window opens stating that the chat screen is loading. After a few minutes the **Chat room** displays.
3. Place your cursor in the chat text area and type in the URL or website that you would like participants to access. You must type in the full Internet address.
4. Click on the **Enter** button on the keyboard or the **Send** button in the chat interface. The link is sent and will be displayed in the chat dialogue area. If the participants click on the link from the chat dialogue area, a new window will open with that website displaying. See figure 6-6.

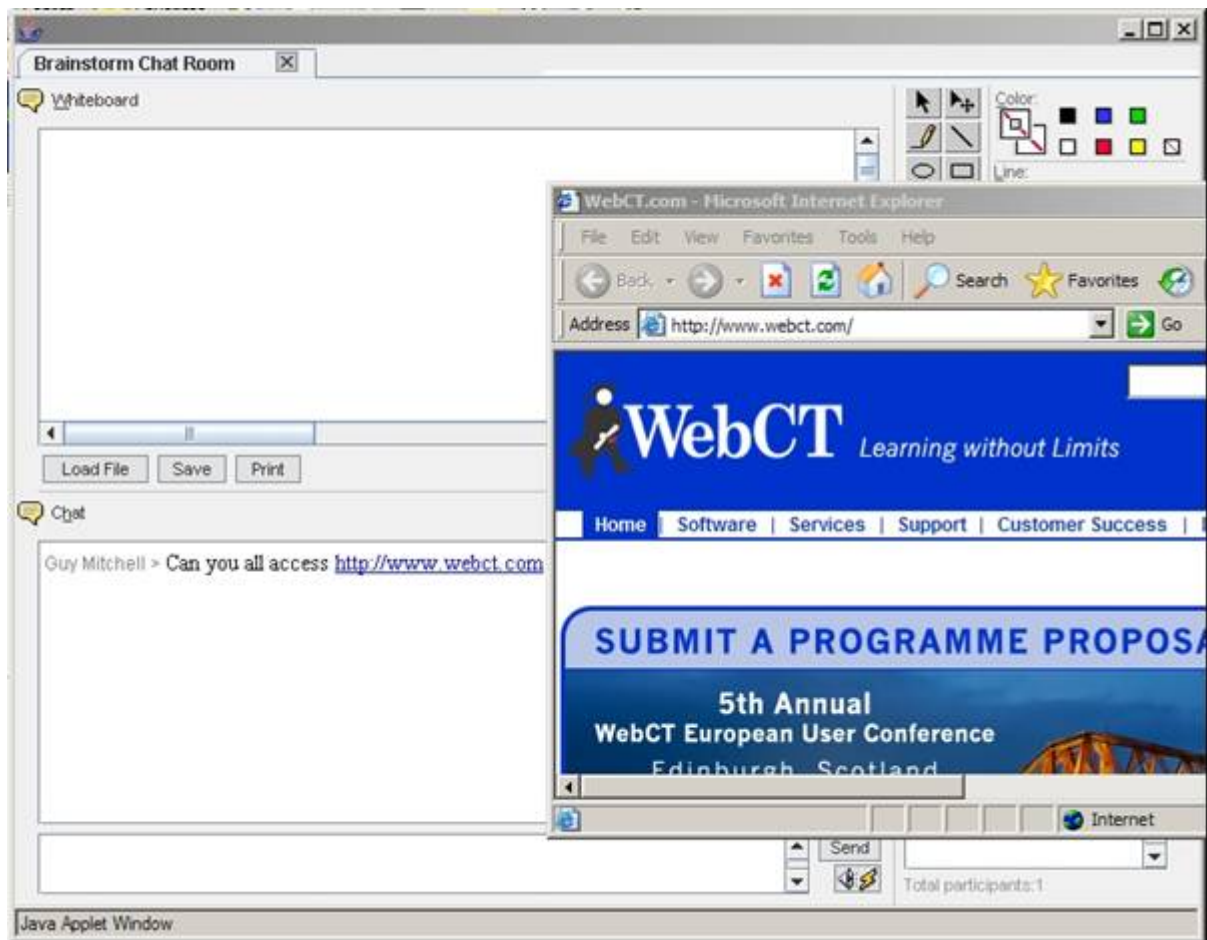


Figure 6-6




## Setting a Chime Preference

If you would like to be notified when a participant enters a chat room you may set an entry chime.

You may choose to be notified via the following options:

- a sound
- a flashing screen
- a flashing screen as well as a sound

This option is useful if you are waiting in a chat room for participants and the chat room is minimised. Whenever a person enters the chat room you will be notified.

1. Click on the **Chat** link from the Course Tool menu. The **Chat** screen displays.
2. Click on the chat room name you would like to access. A window opens stating that the chat screen is loading. After a few minutes a new window opens with the **Chat room** displaying.
3. Click on the **Chime Preference**  button. The **Chimes Preference** window opens. See figure 6-7.

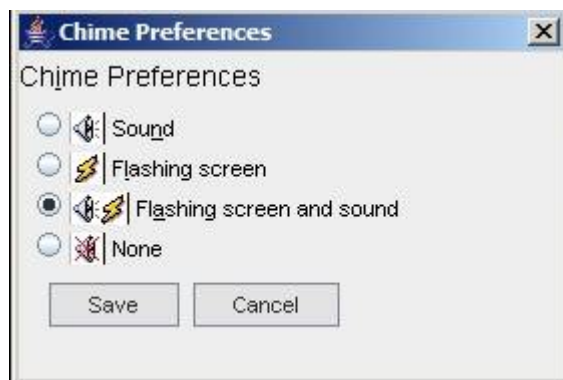


Figure 6-7

4. Select the **Sound** radio button if you would like the chime to be a sound.  
Or
5. Select the **Flashing screen** radio button if you would like the chime to be a flashing screen.  
Or
6. Select the **Flashing screen and sound** radio button if you would like the chime to be a sound as well as a flashing screen.  
Or
7. Select the **None** radio button if you would like no chime at all.



## Using the Whiteboard

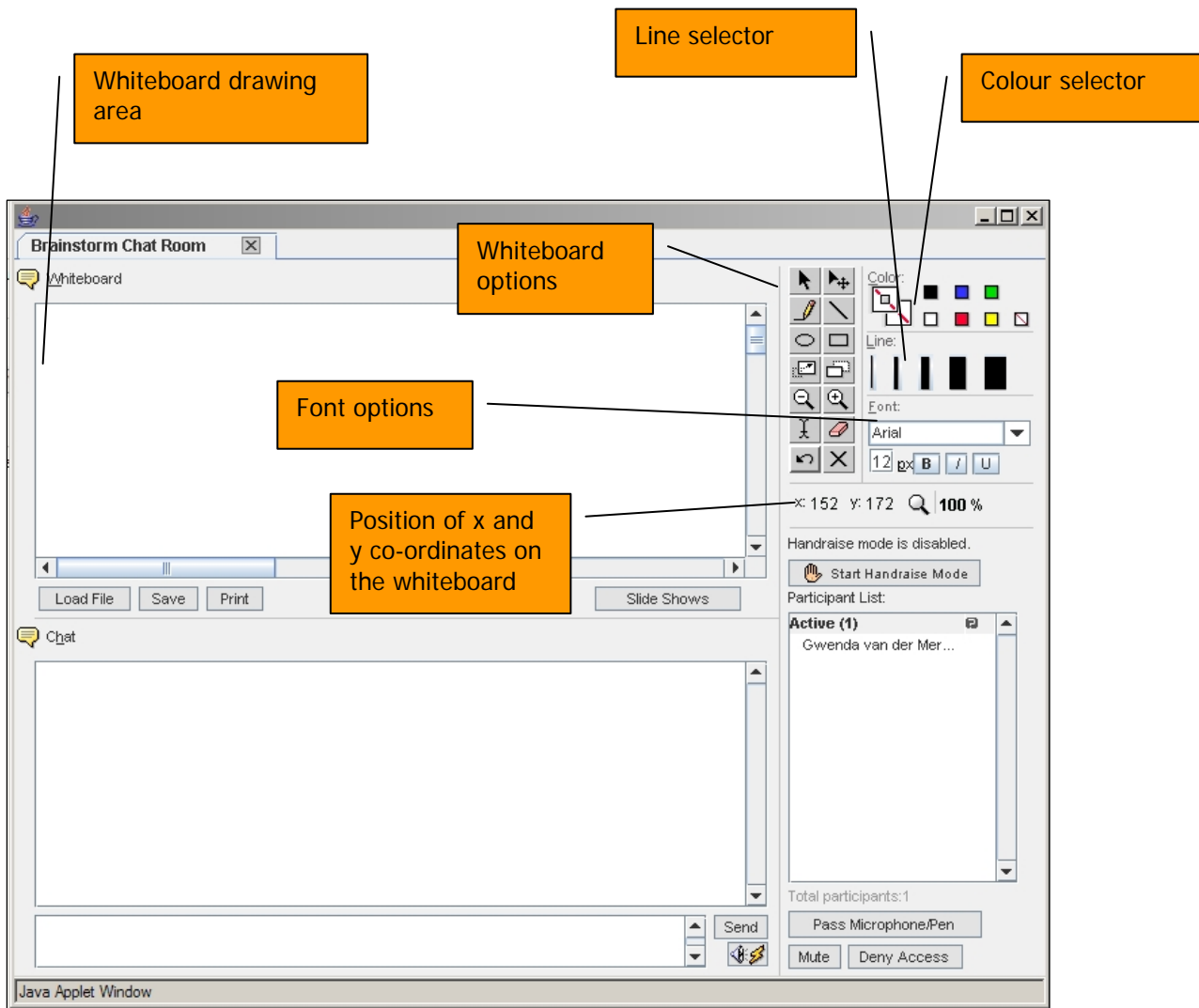


Figure 6-8

### *Accessing the Whiteboard*

1. Click on the **Chat** link from the left hand Course Tools menu. The **Chat** screen displays.
2. Click on the whiteboard room name that you would like to access. A window opens stating that the **Chat room** is loading. After a few minutes the **Whiteboard** window opens.


The Whiteboard options seen in figure 6-8 are described in the table on the following page.



Icon	Name	Description
	Select	To select objects on the whiteboard
	Move	To move object on the whiteboard
	Free hand draw	To draw free hand lines on the whiteboard
	Line	To draw straight lines on the whiteboard
	Oval	To create oval shapes on the whiteboard
	Rectangle	To create rectangular shapes on the whiteboard
	Reshape	To reshape objects in the whiteboard
	Duplicate	To copy objects in the whiteboard
	Zoom Out	To zoom out of the whiteboard
	Zoom In	To zoom in on objects in the whiteboard
	Text	To add text to the whiteboard work area
	Delete	To delete objects from the whiteboard
	Undo	To undo actions done on the whiteboard
	Clear	To clear the whole whiteboard area

## Entering Text

You may type text in the whiteboard drawing area.

1. Click on the **Text** button from the whiteboard tools menu. 
2. Place your cursor in the whiteboard area in the position you would like to add text.
3. Type in the text you require. Press the **Enter** key on your keyboard. See figure 6-9.

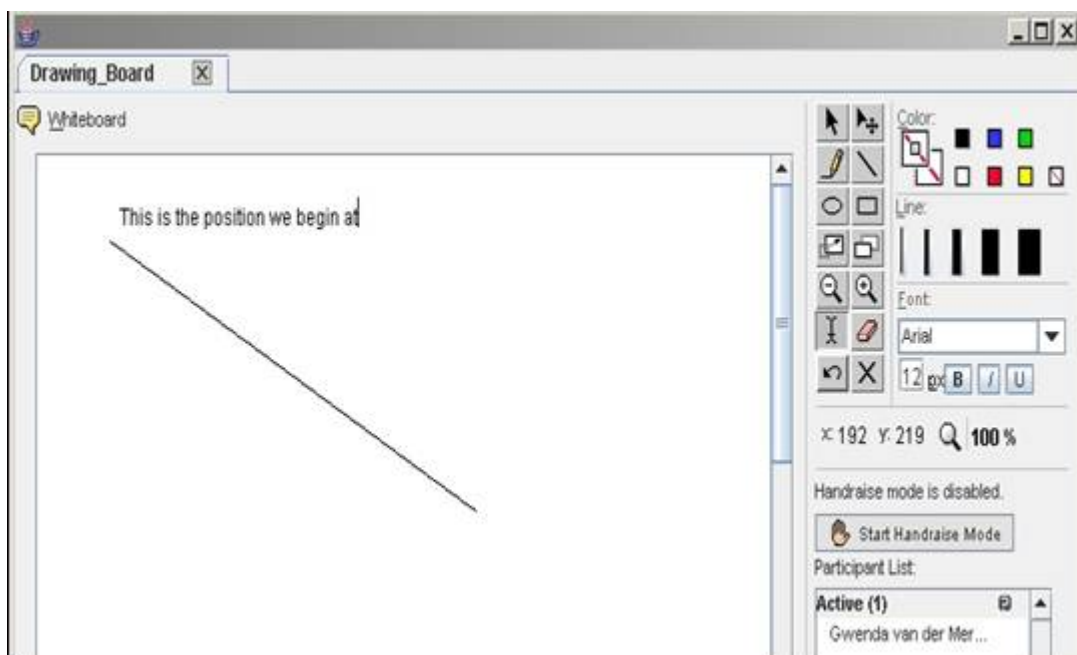




Figure 6-9



## Drawing Objects

You may draw oval or rectangle objects in the whiteboard.

1. Click on the oval  or rectangle  icon from the whiteboard controls. The cursor will change to a cross.
2. Click on the screen holding down your mouse until the circle or rectangle is the size you require.
3. Let go of the mouse. The object will appear on the whiteboard for all users in the room. See figure 6-10.

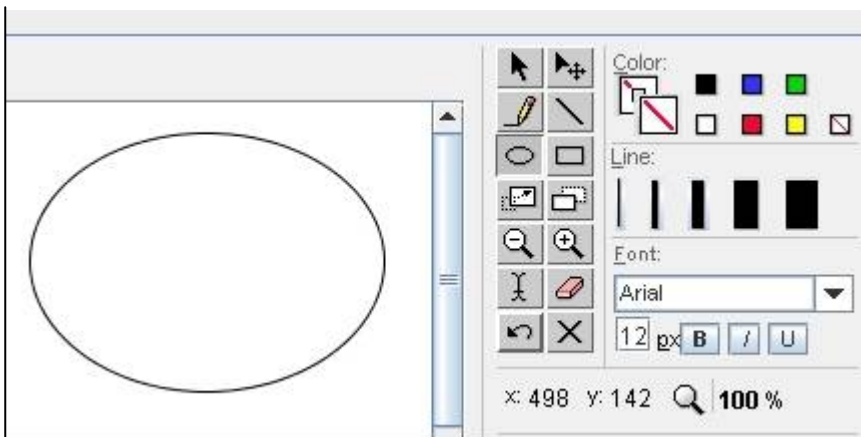




Figure 6-10

## Drawing Lines

In the Whiteboard tool you can draw free hand lines or straight lines.

1. Click either on the **free hand** icon  or the **straight line** icon.  The cursor changes to a cross.
2. Place your cursor on the whiteboard where you want to begin the line.
3. Click your mouse and drag the line keeping the mouse button down to the position you would like to end the line. The line appears on the whiteboard for all users that are logged in. See figure 6-11.

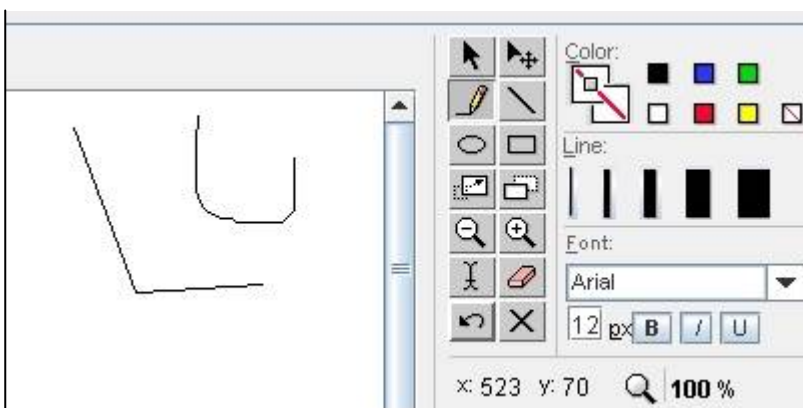



Figure 6-11



## Moving Items

In the Whiteboard you may move text, objects and lines.

1. Click on the **Move** icon.  Little blocks appear around each object on the whiteboard as seen in figure 6-12.

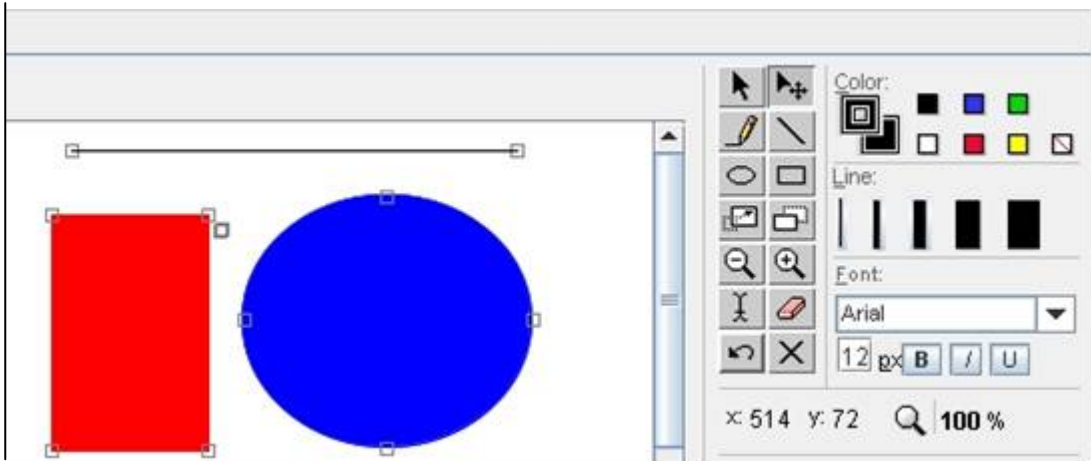



Figure 6-12

2. Click on the small square that is attached to the object that you would like to move.
3. Drag the object to its new position. Release your mouse. The object is moved on the whiteboard.

## Duplicating Items

You can duplicate text, lines as well as objects.

1. Click on the **Duplicate** icon.  All the objects, lines and text on the Whiteboard display with little blocks. See figure 6-13.

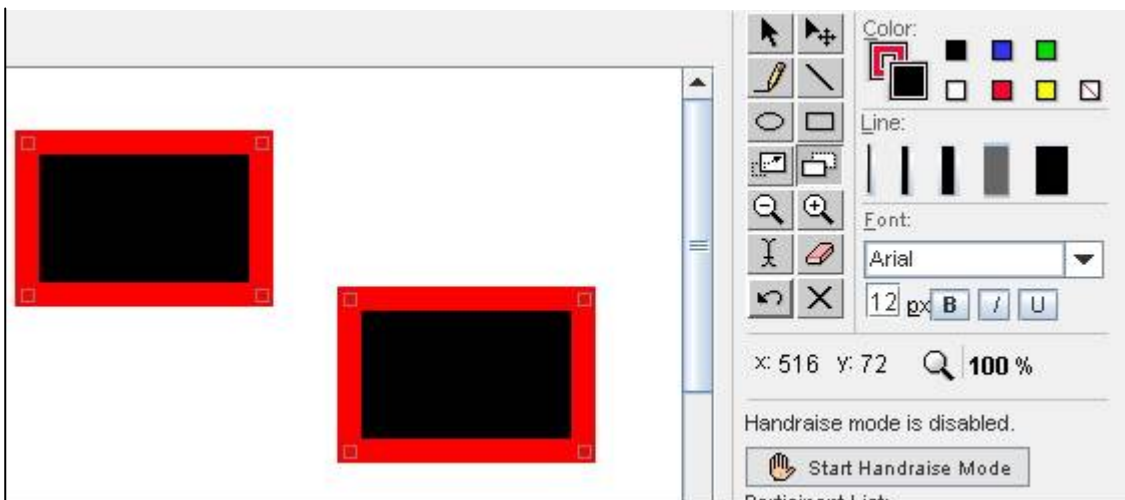



Figure 6-13



2. Click on one of the small squares on the item you would like to duplicate. The item duplicates.


## *Reshaping Items*

You can reshape objects and lines in the Whiteboard area.

1. Click on the **Reshape** icon.  Small squares appear on all the elements on the whiteboard area.
2. Click on one of the small squares on the item you want to reshape. Hold down your mouse button while you reshape the object. Release the mouse button when you have the shape you require.

## *Deleting Items*

You may delete single items on the whiteboard by using the delete option.

1. Click on **delete** icon.  Small squares appear on all the elements in the whiteboard.
2. Click on one of the small squares on the item you would like to delete. The item is deleted.

## *Changing Item Colour*

In the Whiteboard tool you can choose a colour for the outline and a colour for the filling of the objects. You may change the colour before you draw an object or after an object is drawn.

1. Click on the **Outline** colour icon to set the colour of your lines and outlines. See figure 6-14.

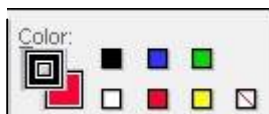



Figure 6-14

2. Click on the colour you would like to change the icon to. The outline colour box changes to the new colour.
3. Click on the **Fill** colour box. The fill colour box appears in the foreground.
4. Select a colour to change the fill to. The fill colour box changes to the new colour.

Note: You may now draw on the whiteboard and create an object using the selected colour combination. If you have a previously drawn an item on the whiteboard and want to change the colour, follow the steps below.

1. Select the **fill** colour and **outline** colour you would like to use as in steps 1-4 above.



2. Click on the **Select** icon.  Little squares appear around all the elements on the whiteboard. Click on one of the squares in the object or line to change its colour. The colour changes.



## Changing Line Thickness

You may change the thickness of a line you draw on the whiteboard.

1. Click on the **Line thickness** you require from the line thickness options. See figure 6-15.



Figure 6-15

2. Select what type of line you want to draw from either the line icon  or the free hand draw icon. 
3. Draw on the whiteboard noting the thickness of the line as you draw.

## Using X and Y Coordinates

As you move your mouse over the whiteboard editing area, you will notice that the **x** and **y coordinate** values change. If you pause at any point on the whiteboard you will see a particular value for the x and y. That is the position of your mouse on the whiteboard. See figure 6-16.

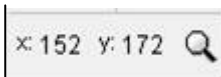




Figure 6-16


## Zooming In and Out

You may zoom in and out on the whiteboard making the whiteboard larger or smaller.

1. To zoom in you click on the **Zoom in** icon. 
2. To zoom out you click on the **Zoom out** icon. 

## Undoing Your Last Operation

You may undo the last operation done on the whiteboard by using the undo button.

1. Click on the **undo** button.  The last action you performed on the whiteboard is undone and disappears.



## Clear Whiteboard

You may clear the whole whiteboard by using the clear icon.


1. Click on the **Clear** icon.  A warning window appears stating “**Confirm you want to clear the drawing area?**”. See figure 6-17.



Figure 6-17

2. Click on the **OK** button. The whiteboard area is cleared.

## Changing Fonts

In the Whiteboard you may choose which font you to use when adding text. You may increase the size of your text as well as bold, italicise or underline your text.

1. Click on the **Font** drop-down menu. Select the font type you prefer. See figure 6-18.



Figure 6-18

2. Place your cursor in the **size** text box and type in the size you would like your text to display in.
3. Click on either **Bold** or **Italic** or **Underline** if you would like to bold, italicize or underline the text you are going to be writing onto the whiteboard.
4. Select the **Text** icon and position the cursor where you would like to place the text in the screen.
5. Type in the text and click the **Enter** key.



## Using Whiteboard Files

### *Loading Files*

You may load files into the Whiteboard.

1. Click on the **Load files** button from the Whiteboard. The **Get Files** window opens as seen in figure 6-19.

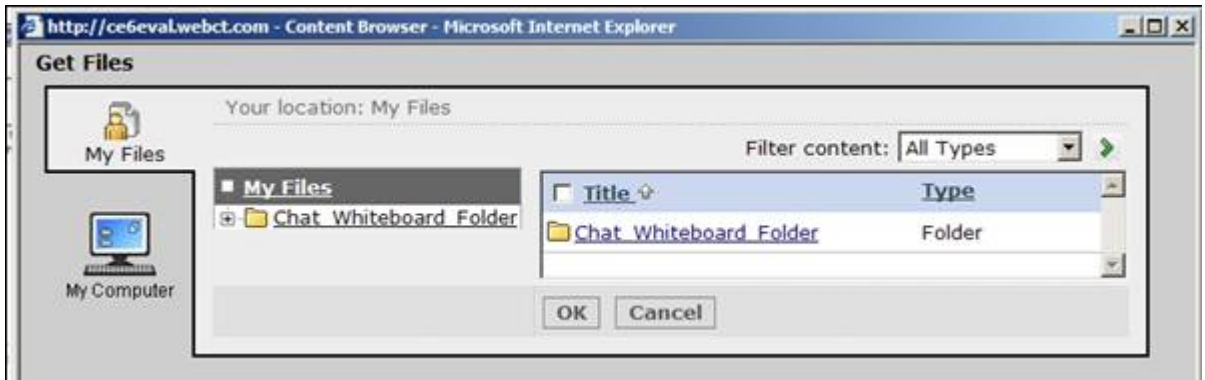


Figure 6-19

2. Click on the **My Computer** file to access the files from your computer. The **Open** window appears.
3. Navigate in the **Open** window to the location of the file that you want to load into your whiteboard.
4. Click on the file name. The file name is highlighted.
5. Click on the **Open** button. The **My Computer Applet** screen displays the progress of the upload. **The Get File** screen closes. The **Whiteboard** screen refreshes showing the image that has just been loaded.

Note: Alternatively, if the file is already in WebCT you may click on the **My Files** icon and select the file you would like to load into the whiteboard from there. Once the file has loaded you may edit, draw and add to the whiteboard. See figure 6-20 on the following page.

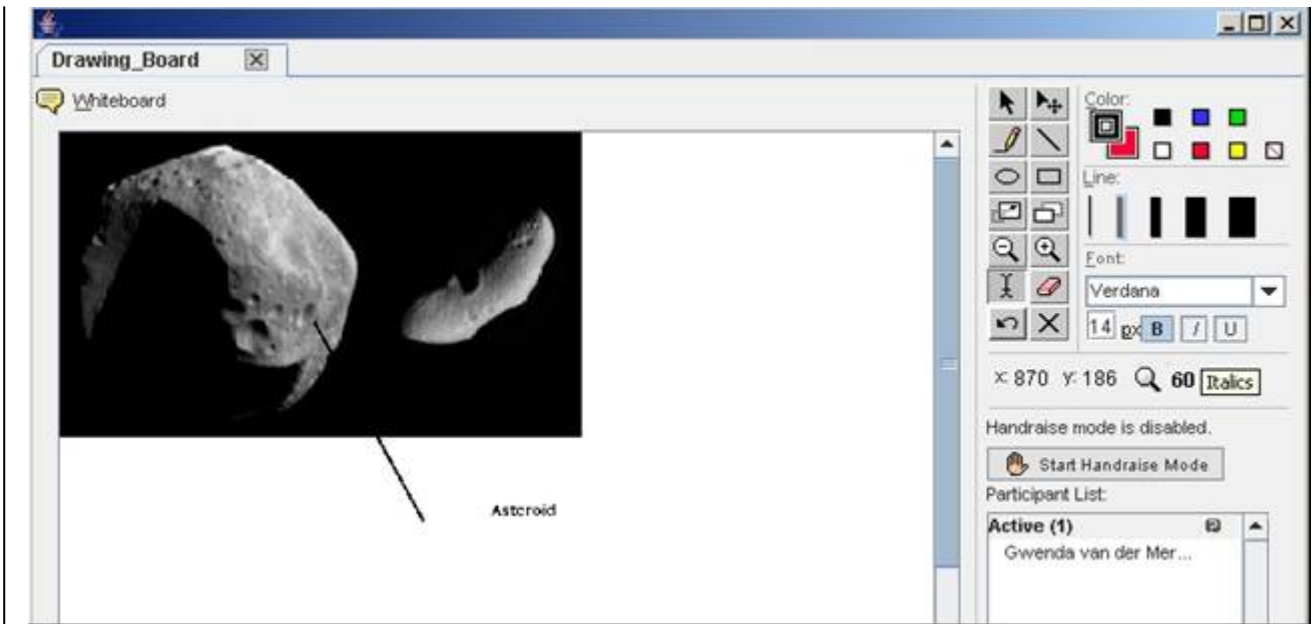


Figure 6-20

### Saving Files

You may save files on the Whiteboard if the instructor has allowed the option.

1. Click on the **Save** button. The **Get Files** window opens as seen in figure 6-21.

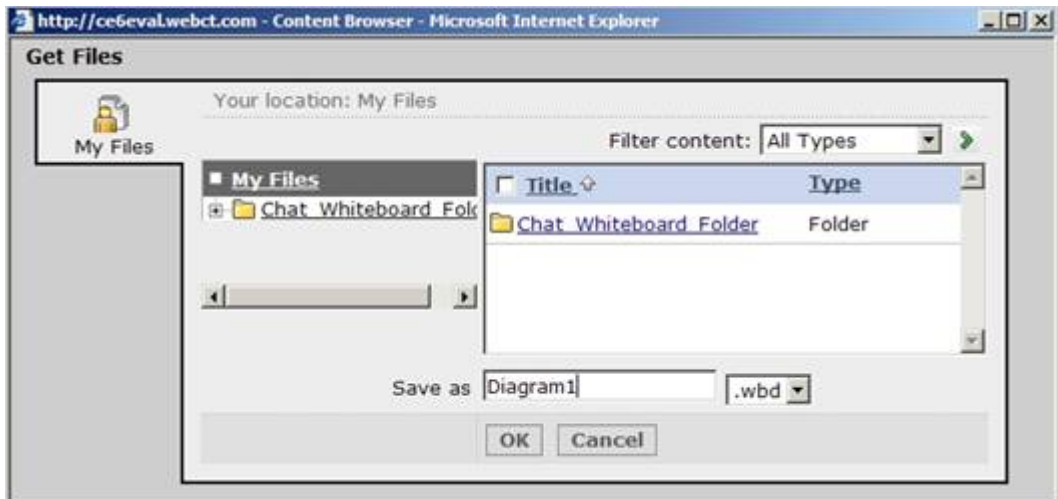


Figure 6-21

2. Type in the name of the file in the **Save as** text box seen in figure 6-21.
3. Click on the **OK** button. The file is saved in My Files in the Chat Whiteboard Folder and the **Get Files** window closes.



## Printing the Whiteboard Screen

1. Click on the **Print** button from the Whiteboard screen as seen in figure 6-22. The **Print** window opens as seen in figure 6-23.

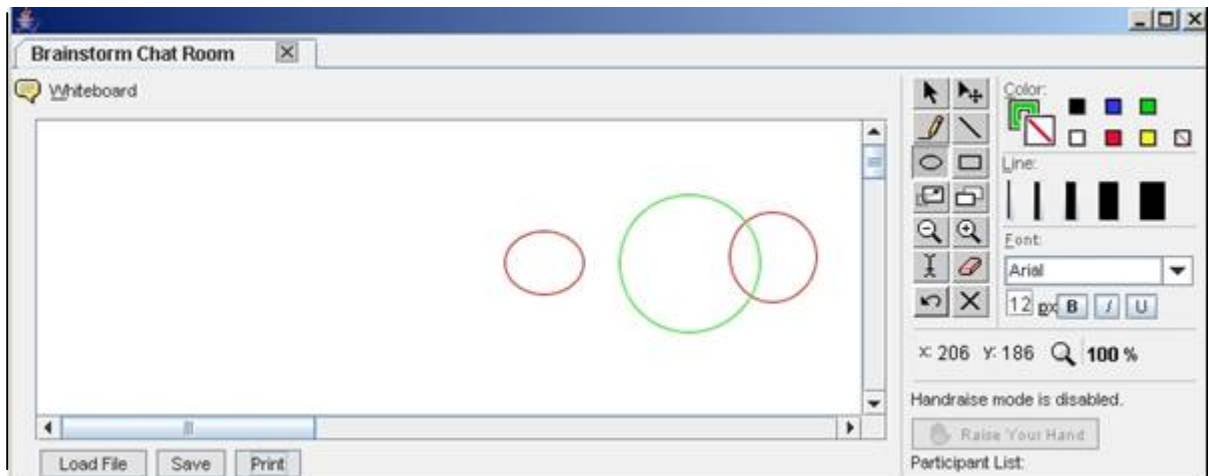


Figure 6-22

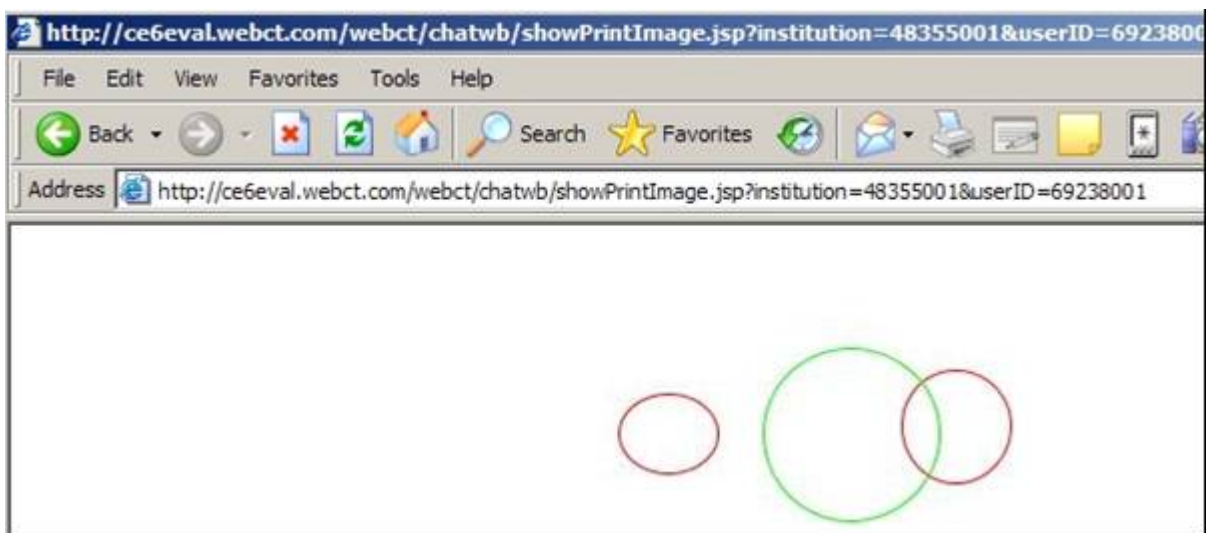


Figure 6-23

2. Click on the **File** option from the Browser. A drop-down menu appears.
3. Select the **Print** option. The **Print** window opens.
4. Follow the prompts to print the file.