



WHO'S ONLINE

STUDENT

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Introduction

The Who's Online tool is an instant message tool that allows you to see the other users that are online at the same time and invite users for a spontaneous chat.

The Who's Online tool differs from the Chat Tool in that it enables you to initiate a real time chat before you enter a course from the My WebCT area. The Chat Tool can only be used once you are in a course. The Chat Tool also has more functionality than the Who's Online tool.

You can be part of a maximum of 5 chat sessions at the same time. If you send invitations to more than one person, you may chat to each person privately. The invited participants will see your and their own responses only. In this tool you have individual one-on-one chats rather than group chats as is available in the Chat Tool.

Changing your Online Status

You may make your online status in the Who's Online tool:

- Visible: Available
- Visible: Unavailable
- Invisible

Status	Description
Visible: Available	While you are online your name displays in the Who's Online tool and other users may invite you to chat.
Visible: Unavailable	While you are online your name displays in the Who's Online tool but other users cannot invite you to chat.
Invisible	Your name does not display in the Who's Online tool at all.

1. Click on the **Who's Online** link from the Course Tools menu. The **Who's Online** screen displays as seen in figure 7-1.

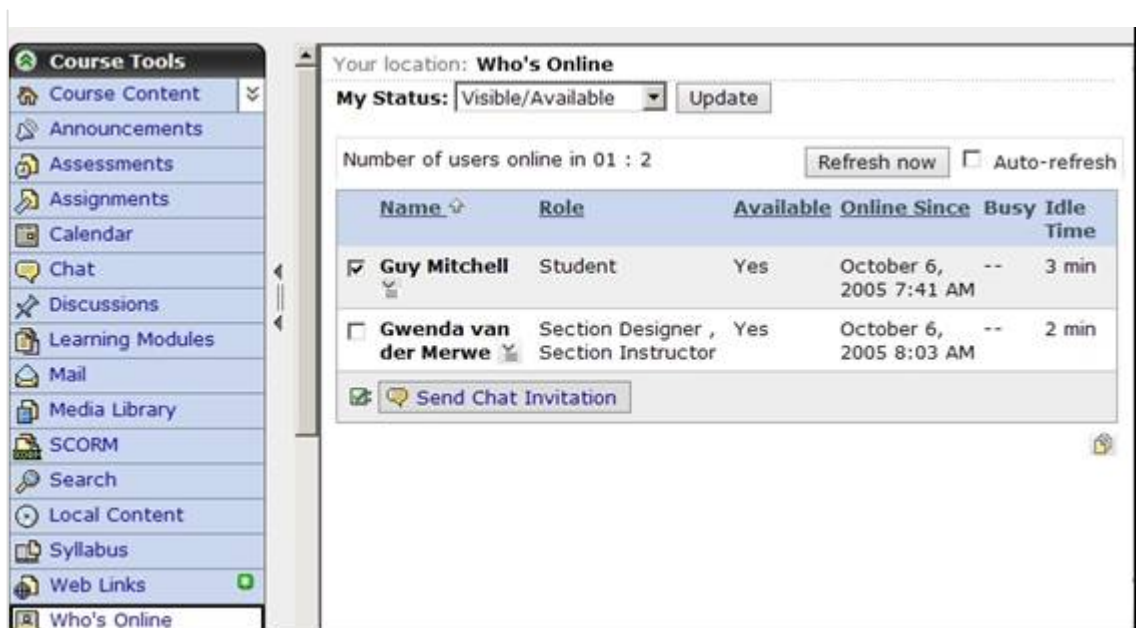


Figure 7-1



The table in the Who's Online screen will list the name of the user, the role of the user and whether they are available or not. It also lists the time and date the user has been online since, the amount of time the user has been busy and the amount of time the user has been idle.

2. Click on the **My Status** drop-down menu and select the status you prefer from the options that display.
3. Click on the **Update** button as seen in figure 7-2. The screen refreshes and the status changes. If you select the **Visible/Available** option, you will notice that beneath the **Available** column "Yes" will display as seen for the second user in figure 7-2.

Your location: **Who's Online**

My Status: Visible/Available

Number of users online: Visible/Unavailable Auto-refresh

Name	Role	Available	Online Since	Busy	Idle Time
<input checked="" type="checkbox"/> Guy Mitchell	Student	No	October 6, 2005 7:41 AM	--	0 min
<input type="checkbox"/> Gwenda van der Merwe	Section Designer , Section Instructor	Yes	October 6, 2005 8:03 AM	--	0 min

Figure 7-2

If you select the **Visible/Unavailable** option, a "No" will display beneath the **Available** column as seen in figure 7-3.

Your location: **Who's Online**

My Status: Visible/Unavailable

Number of users online in 01 : 2 Auto-refresh

Name	Role	Available	Online Since	Busy	Idle Time
<input type="checkbox"/> Guy Mitchell	Student	No	October 6, 2005 7:41 AM	--	13 min
<input type="checkbox"/> Gwenda van der Merwe	Section Designer , Section Instructor	No	October 6, 2005 8:03 AM	--	0 min

Figure 7-3



If you select an **Invisible** status your name will no longer display in the name of the users online. The user Gwenda van der Merwe is no longer displaying in the table as seen in figure 7-4.

Your location: **Who's Online**

My Status: Invisible [Update]

Number of users online in 01 : 1 [Update] Refresh now Auto-refresh

Name	Role	Available	Online Since	Busy	Idle Time
<input type="checkbox"/> Guy Mitchell	Student No		October 6, 2005 7:41 AM	--	13 min

Send Chat Invitation

Figure 7-4

Sending a Chat Invitation

You may send a Chat Invitation to other users that are enrolled in the same sections or courses as you are and are listed in the table in the Who's online screen. You may participate in 5 separate chat sessions at a time.

1. Click on the **Who's Online** link from the Course Tools menu. The **Who's Online** screen displays.
2. Click on the check box to the left of the name that you would like to send a chat invitation to. A tick appears in the check box.
3. Click on the **Send Chat Invitation** button. The **Who's Online** screen appears as seen in figure 7-5 on the following page.

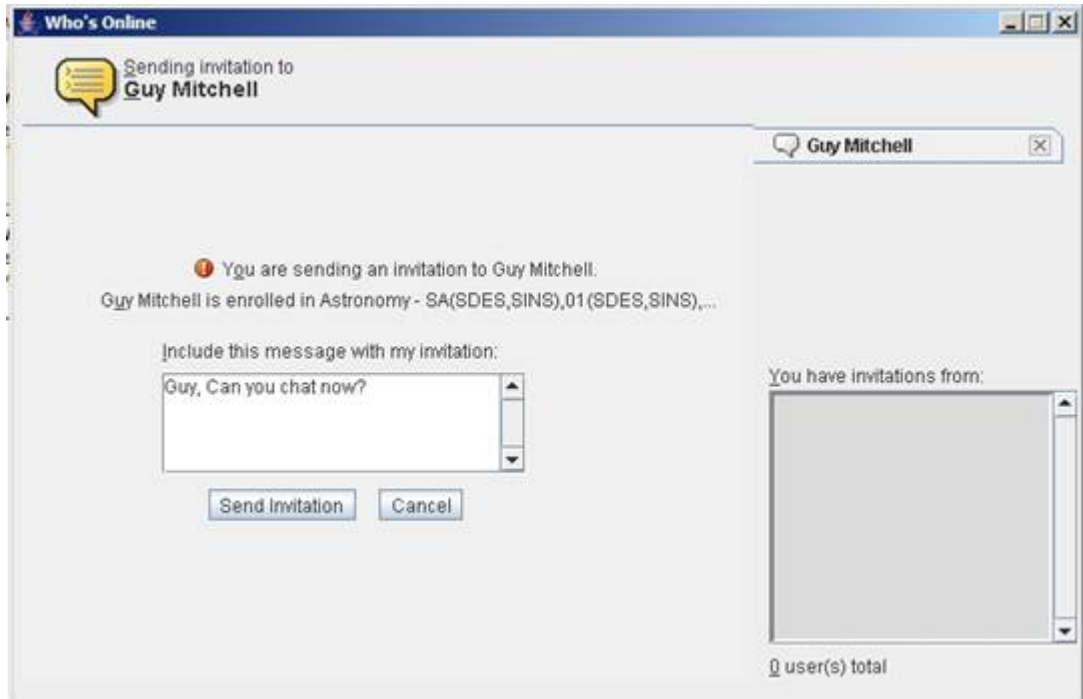


Figure 7-5

4. Type your invitation into the message box in the Who's Online window. See figure 7-5.
5. Click on the **Send Invitation** button. The window refreshes with a message stating that the response from the user you have invited is pending. See figure 7-6. Once your invitation has been accepted the window refreshes and a chat window displays as seen in figure 7-7 on the following page.

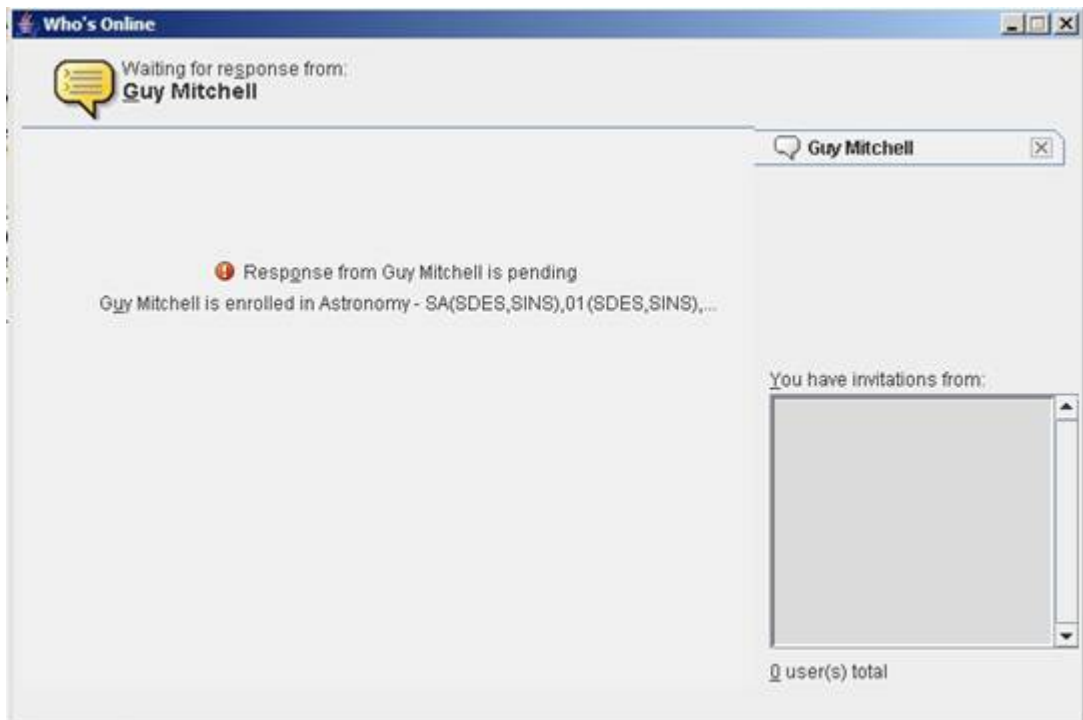


Figure 7-6

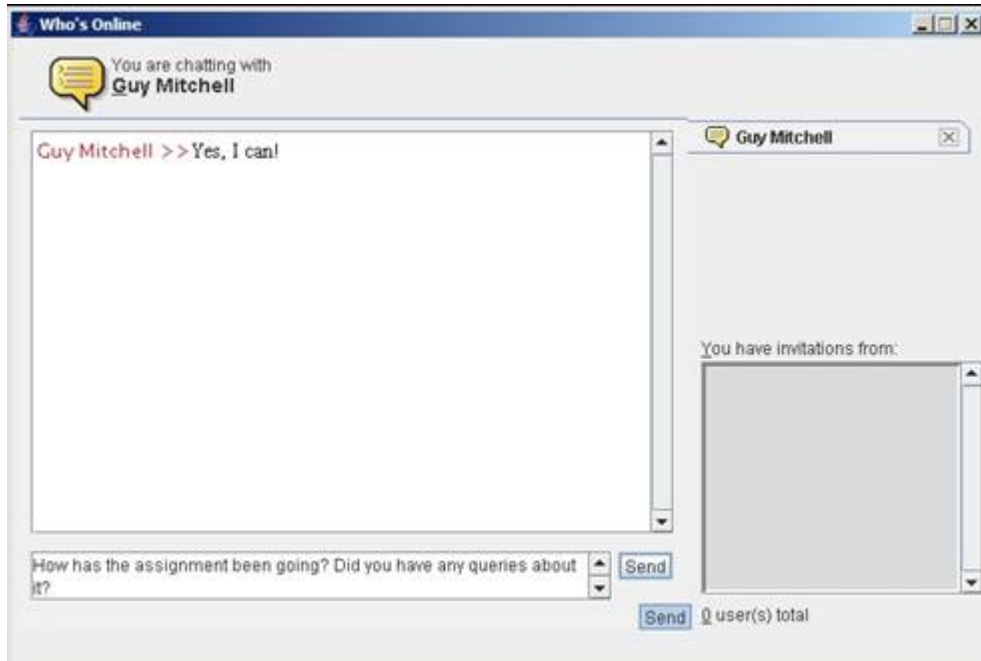


Figure 7-7

6. Click on the text box at the bottom of the screen and type in your response. See figure 7-7.
7. Click on the **Send** button. Your message is sent and the screen refreshes displaying the new message. See figure 7-8.

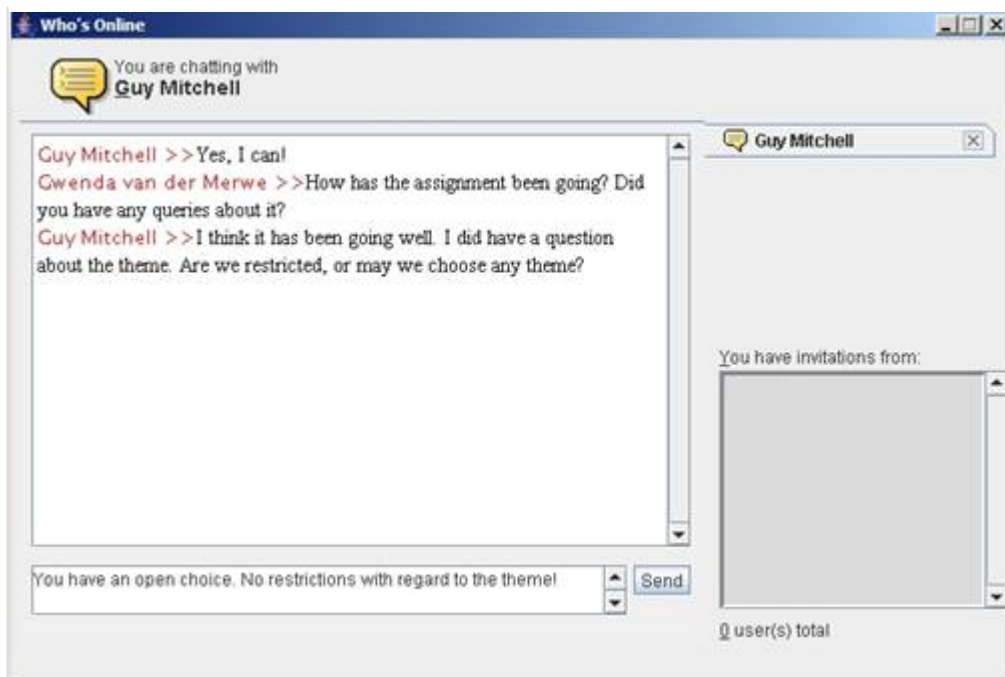


Figure 7-8

8. Click on X to the right of the name of the person you are chatting to in order to close the channel. The **Message** window appears as seen in figure 7-9 on the following page.



Figure 7-9

9. Click on the **OK** button to close the channel and finish chatting. The **Who's Online** window closes.

Or

10. Click on the **Cancel** button to continue chatting and not close the channel. The **Message** window closes.

Receiving a Chat Invitation

If you receive a chat invitation, a new window opens on your screen that you need to respond to. You can only receive a chat invitation if your status is set to available in the Who's Online tool.

1. The **Who's Online** invitation window opens on the screen as seen in figure 7-10. You may accept or decline the invitation.
2. Place your cursor in the **Include this message with my reply** text box and type in a reply.

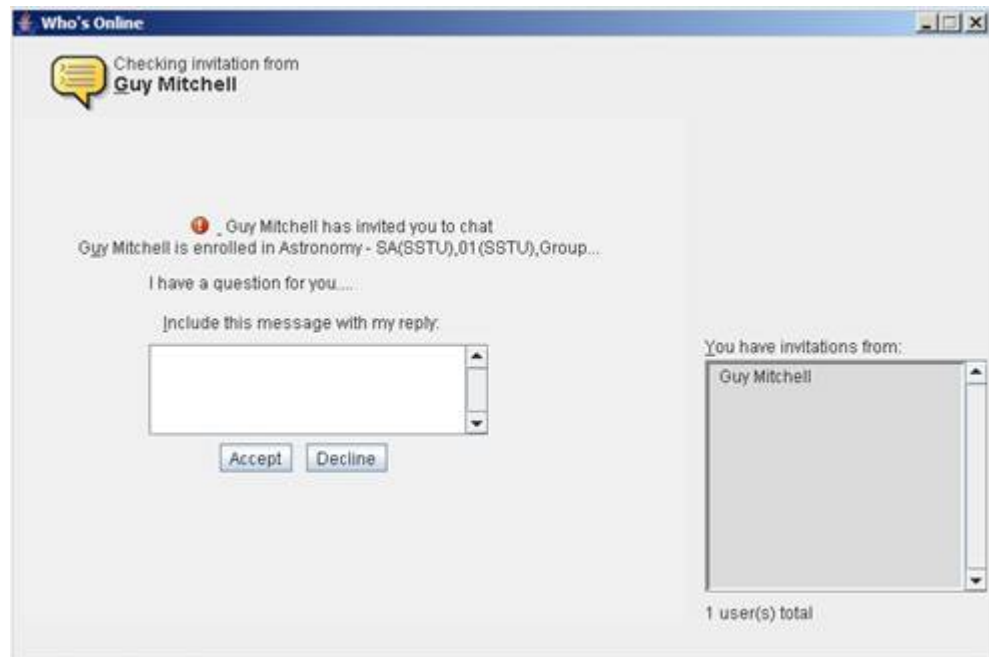


Figure 7-10

3. Click on the **Accept** button to accept the invitation. The **Who's Online** window refreshes displaying an area to chat.



Or

4. Click on the **Decline** button to refuse the invitation. The **Who's Online** window closes.

If you receive multiple chat invitations a list of names appear in the "You have invitations from" text box. To accept the invitation, double click on the user name that you want to chat with. The **Who's Online Checking Invitation** screen appears as seen in figure 7-10 on the previous page and you can proceed from step 2 on page 4-7.

Who's Online Options

You have two options to refresh your screen in the Who's Online tool. You may choose to refresh manually or automatically.

Refresh Now

1. Click on the **Who's Online** link from the Course Tools menu. The **Who's Online** screen displays.
2. Click on the **Refresh now** button to refresh the **Who's Online** screen. The screen refreshes and updates the information in the table with regard to the users online. See figure 7-11.

Your location: **Who's Online**

My Status: Invisible

Number of users online in 01 : 1 Auto-refresh

Name	Role	Available	Online Since	Busy	Idle Time
<input type="checkbox"/> Guy Mitchell	Student No		October 6, 2005 7:41 AM	--	13 min

Figure 7-11

Auto - Refresh

1. Click on the **Who's Online** link from the Course Tools menu. The **Who's Online** screen displays.
2. Click on the **Auto-refresh** check box. A tick appears in the text box and the **Who's Online** screen will refresh automatically every minute.

Note: you will need to select this option every time you log in and access the Who's Online tool.



Accessing Who's Online from the My WebCT area

You may access the Who's Online tool from the My WebCT area. You may then use the Who's Online tool before you access a course or section.

1. From the My WebCT area click on the section name that you would like to access from the **Who's Online** channel. See figure 7-12.

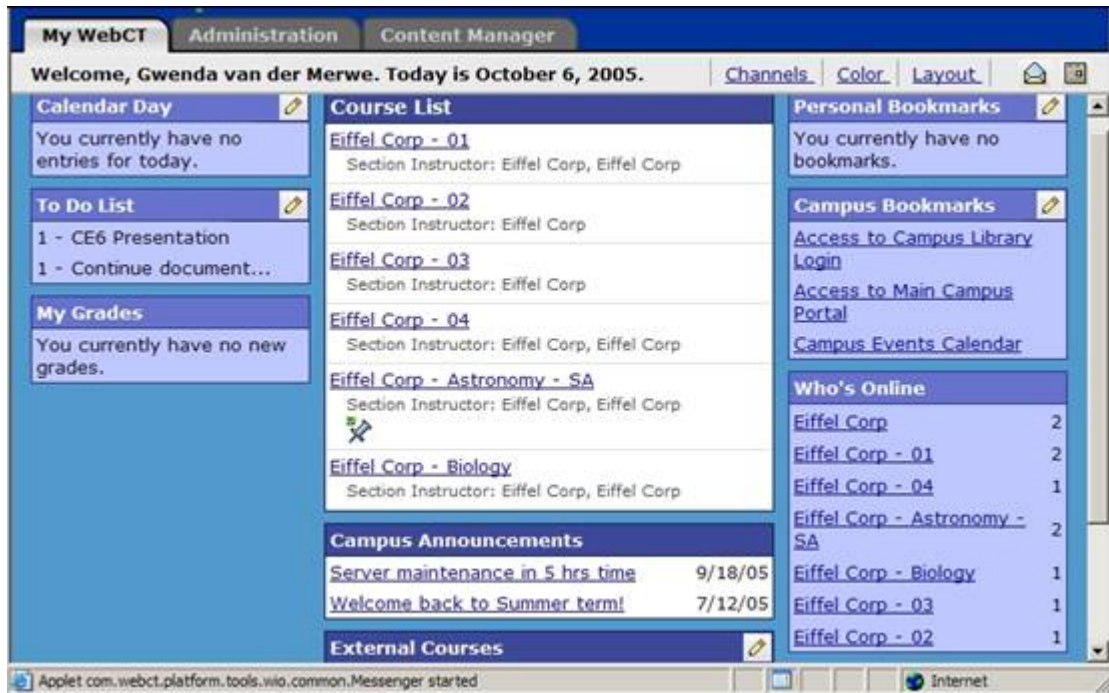


Figure 7-12

The screen refreshes and the users that are online display in a table as seen in figure 7-13. You may send a chat invitation from this screen.

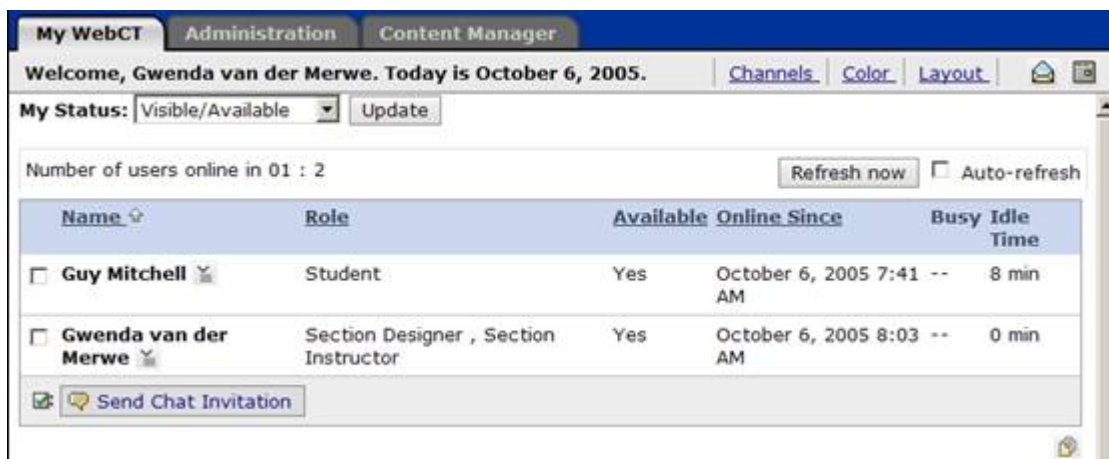


Figure 7-13