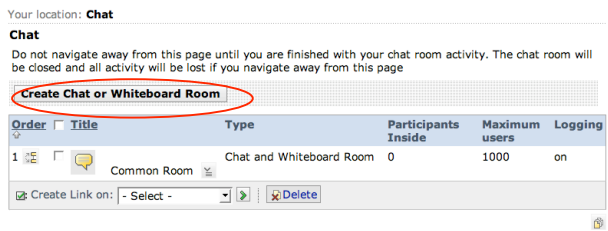


Chat/Whiteboard

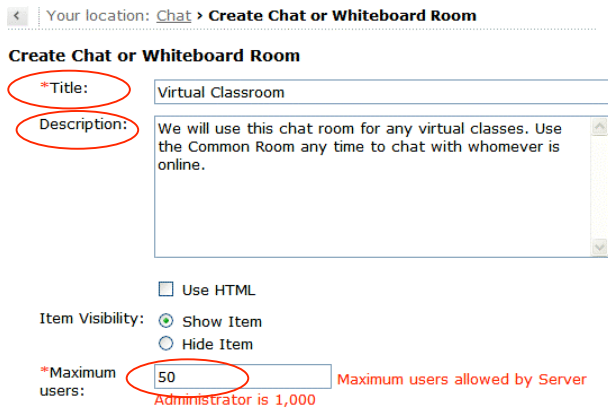
The Chat tool allows you as the Section Instructor to create digital “rooms” where students can communicate online in real time from different locations - similar to Instant Messaging (IM). You as the instructor can create one room in which all people enrolled in your Section (including you) can communicate or you may create individual rooms that groups can work in and that you can monitor or moderate.



- Click on **Chat** under **Course Tools**

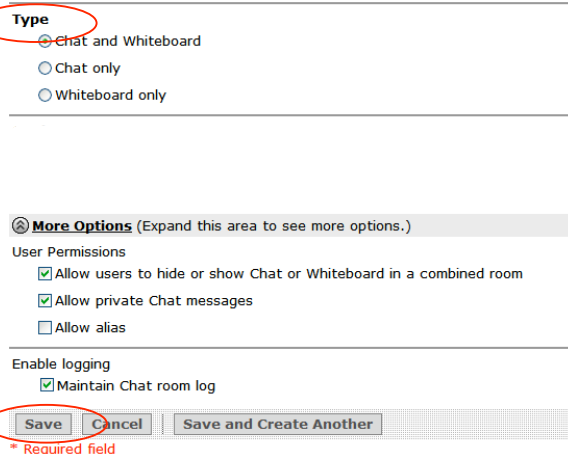


- Click on **Create Chat Room or Whiteboard Room**.



- Create a **Title** and a **Description**.

- Set the **maximum** users to a number greater than the number of members in your course.



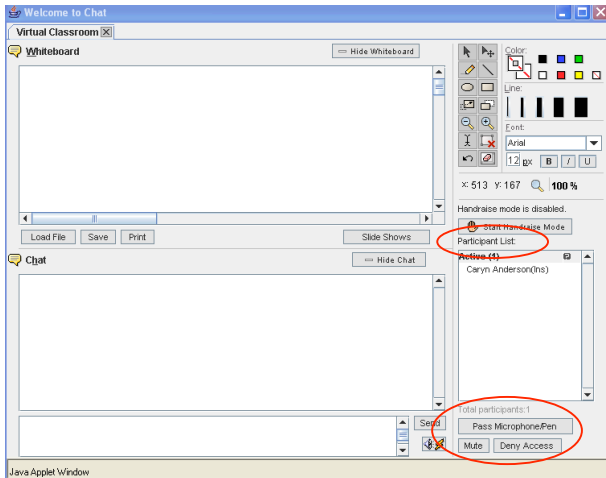
- Select **Type** of room.

- Click **Save**.



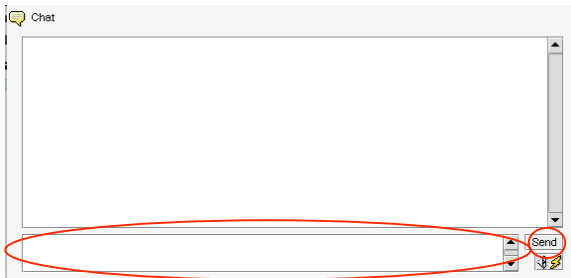
To access a **Chatroom**:

- Click on the name of the room



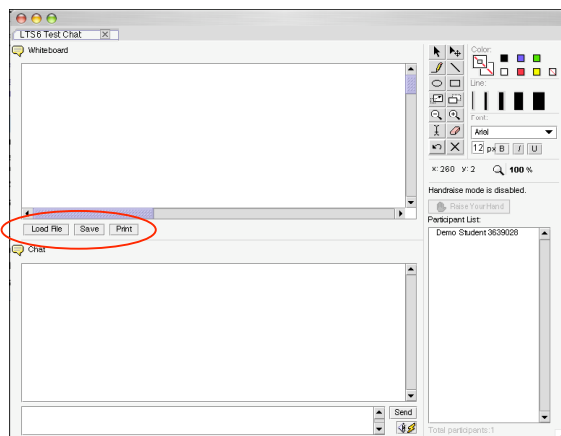
To manage users:

- Select a name in the **Participant List**
- Click **Pass Microphone/Pen**, **Mute**, or **Deny Access** for the selected person.



To chat:

- **Type** in comments
- Click **Send** button to publish them



The **Whiteboard** interface:

- **Import** files/images
- **Save**
- **Print**