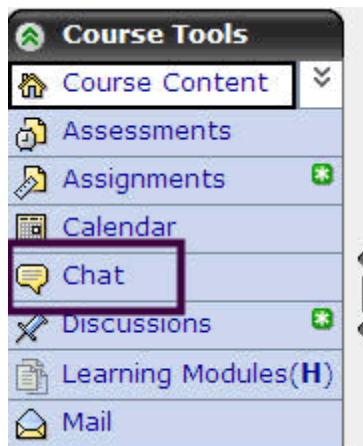


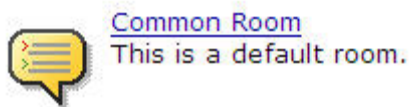
## Using Chat and Whiteboard Rooms — Student Version

To use the Chat and Whiteboard feature in Vista you first need to access a room. Depending on where your instructor has placed it in your course — on the homepage, a folder, a Learning Module, the action menu, or the course tools area, will determine where you will access it. If the Chat and Whiteboard tool is under Course Tools, you will click the link on the left-hand side of your course.



You should see **all** rooms that are available to you from this link.

To access a room from the homepage or a folder, click the **Name** or **Icon** link.

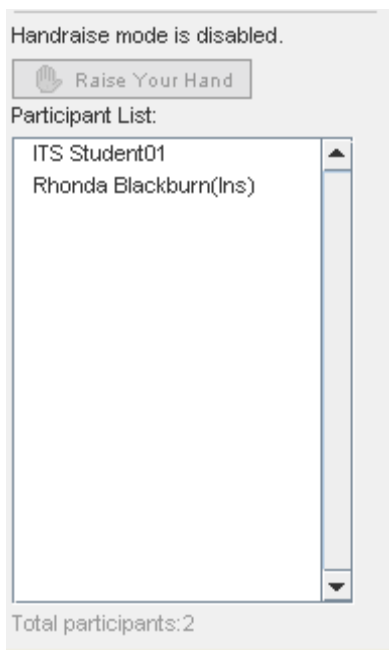


Again, you can also access a room from a Learning Module or the action menu of a Learning Module.

After you select the room, you will see all the settings for that particular room. To enter the room, click the **Room Name**.



You will be able to see the list of participants. Your Instructor will have "Ins." next to his or her name.



If your instructor has Handraise Mode on, you may have to select **Raise Your Hand** and wait your turn to chat. In the previous figure, the Handraise Mode is turned off since the button is grayed out.

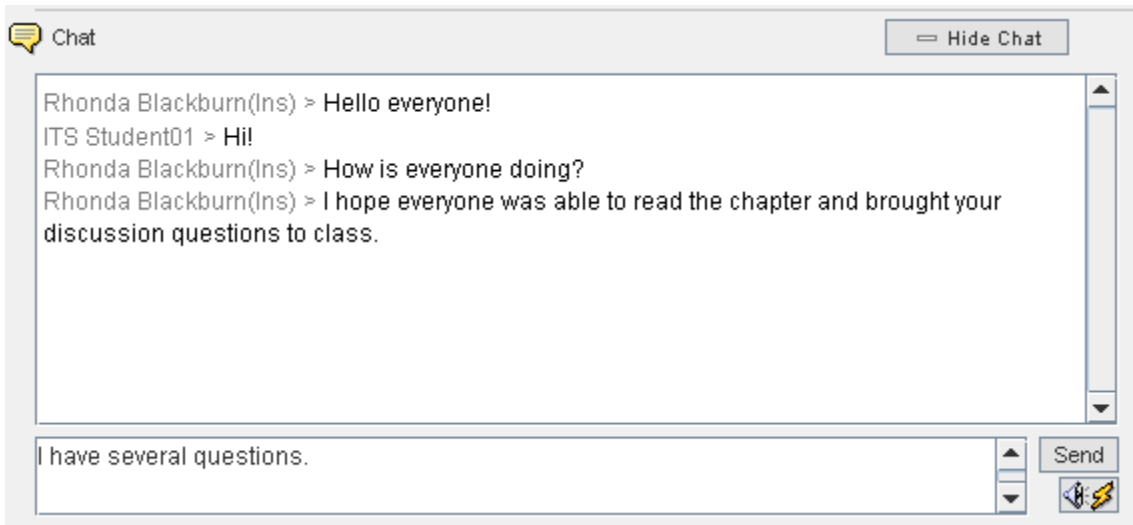


Chat and Whiteboard rooms are synchronous tools, which means you are communicating at the same time with other individuals in your class. If you show up late, you will not see what has been previously sent.

Make sure you realize what you are saying. Would you say the same thing to someone if he or she was in the same room as you? You need to be aware of what you are saying and respect your fellow students and the instructor.

### **Chat Feature**

The chat feature is a way for you to talk with your instructor and other students in real-time.



Enter text in the bottom box and either click **Send** or press the **Enter** key on your keyboard. Notice above the window that you can hide the chat room. If you hide the chat room, there will be a button to show the chat room so you can view this part of the room again. This feature is available from the instructor's settings. Also, this feature is only available in combined Chat and Whiteboard rooms.

## Whiteboard Feature

The whiteboard feature allows you to type, draw, and share images.



You can upload a file through **Load File**, print the board, type directly on the board, and create lines and other shapes or draw freehand. You are also able to change the color you are using and change the font information if you are typing. As with the chat feature, you can hide the whiteboard with the **Hide**

**Whiteboard** button above the room. When you hide the whiteboard, you will see a button to show whiteboard and open it up again.

Enjoy communicating!