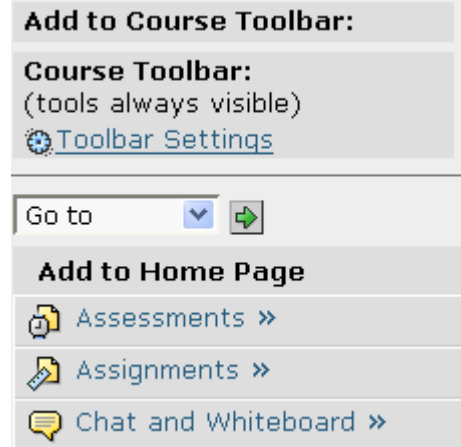


Build a Chat board/Whiteboard

Building a chat board/white board is very simple. It's similar to building any of the other WebCT Vista content items. First, go to the part of your course in which you wish to create the chat board/whiteboard. Then, click the corresponding button to the left, in the "Add to" panel. You have the option to select a preexisting whiteboard or create a new one.

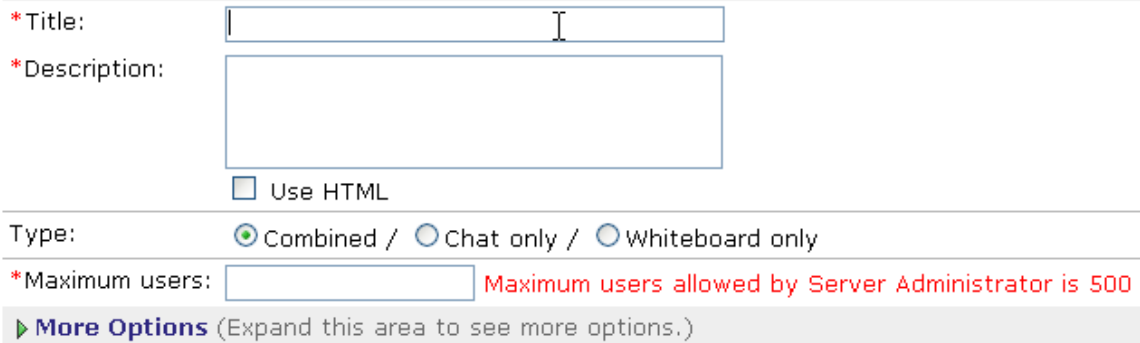


The screenshot shows two panels. The top panel is titled "Add to Course Toolbar:" and contains "Course Toolbar: (tools always visible)" and a link "Toolbar Settings" with a gear icon. Below this is a "Go to" dropdown menu with a right arrow button. The bottom panel is titled "Add to Home Page" and contains three items: "Assessments >>" with a document icon, "Assignments >>" with a document icon, and "Chat and Whiteboard >>" with a speech bubble icon.

Creating a new Chat board/Whiteboard

Create Chat or Whiteboard Room

Settings



The form contains the following fields and options:

- *Title: [Text input field]
- *Description: [Text area]
- Use HTML
- Type: Combined / Chat only / Whiteboard only
- *Maximum users: [Text input field] Maximum users allowed by Server Administrator is 500
- ▶ More Options (Expand this area to see more options.)

...

* Required field

When creating a new Whiteboard, you need to provide a Title, a Description, and the maximum users allowed on the whiteboard at one time. There are also more options for further customization. After saving, the newly created whiteboard will be placed in the organizer, home page, etc, depending on where you were in your course when you clicked to create a new chat board/whiteboard.