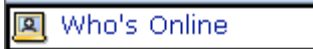


WHO'S ONLINE TOOL



You can use the Who's Online tools to chat in real time with users who are enrolled in any of our courses and logged in to WebCT at the same time you are logged in. The Who's Online tool can be accessed from the Build, Teach, or Student View tabs.

Key Functions

Your location: **Who's Online**

My Status: Visible/Available

Number of users online in communications : 1 Auto-refresh

Name	Role	Available	Online Since	Busy	Idle Time
<input type="checkbox"/> Donna Gaudet 	Section Designer , Section Instructor	Yes	April 3, 2006 5:19 AM	--	9 min

a. Sending a Chat Invitation

- To chat with someone who is online, click
- The invitation is sent, and you receive notification if your invitation is accepted or declined.

b. Accepting a Chat Invitation


- If you receive a chat invitation through the Who's Online tool, you can accept it and begin chatting with the other user. You can accept up to five invitations at the same time.
- To accept a chat invitation, type a reply in the Checking Invitation from window and click Accept. Your reply is sent. To decline, type a reply and click Decline. Or, just do nothing.

b. Setting your Online Status

- In the Who's Online tool, you can view a list of users who are enrolled in any of our courses and logged in to WebCT at the same time you are logged in. You can hide or display your own name on this list by setting your online status.
- From the Who's Online screen, under My Status,
 select your status and click Update.
- If you want the status of other users to refresh automatically, check the box next to Auto-refresh Auto-refresh

b. Navigating the Who's Online Page

- Set the Number of Messages per Page

- 1) Click  which should appear in the bottom right corner of the messages screen. The Edit Paging pop-up should appear.
 - 2) Select the number of records to appear on each page and click OK. You can select up to 99.
- Sort users by clicking the column title and ascending or descending arrow as desired.

Reasons for Using this Tool

There are several pedagogical reasons for using this tool including:

- Initiating student-to-student contact
- Initiating student-to-instructor contact
- Initiating instructor-to-student contact

Note: At this time, the Who's Online tool can be accessed by students during exams and quizzes. The default setting is not to add this tool. However, you can decide if you want to add the tool during certain times of your course, or, make it available at all times.