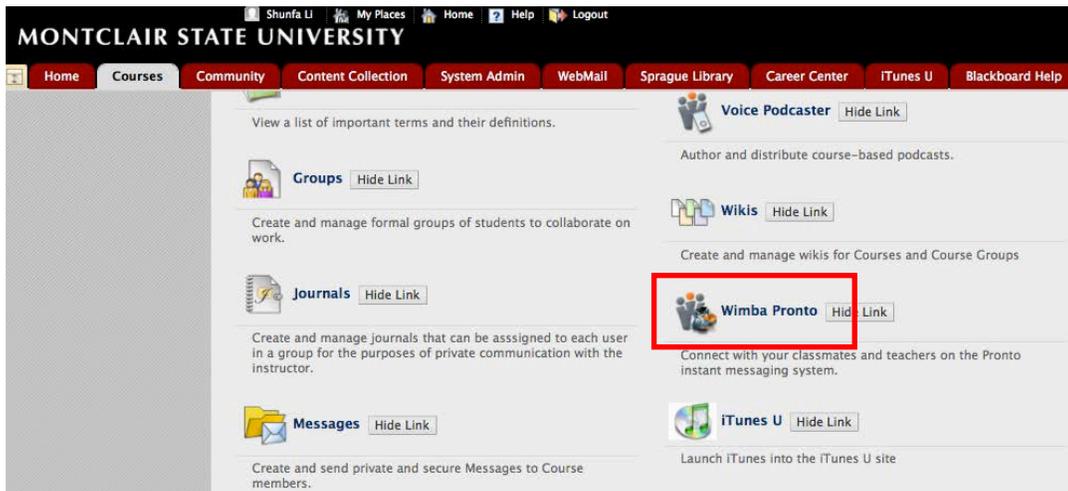


## Blackboard Collaborate™ Blackboard IM

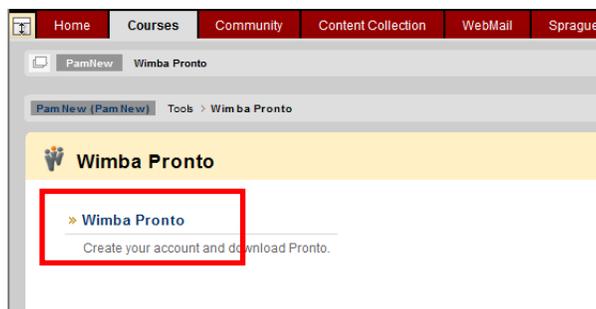
Blackboard IM, formerly known as Wimba Pronto, is an academic based instant messaging platform. Students and teachers will automatically be connected with each other, once they have installed and created Blackboard IM accounts.

### Creating a Blackboard IM Account

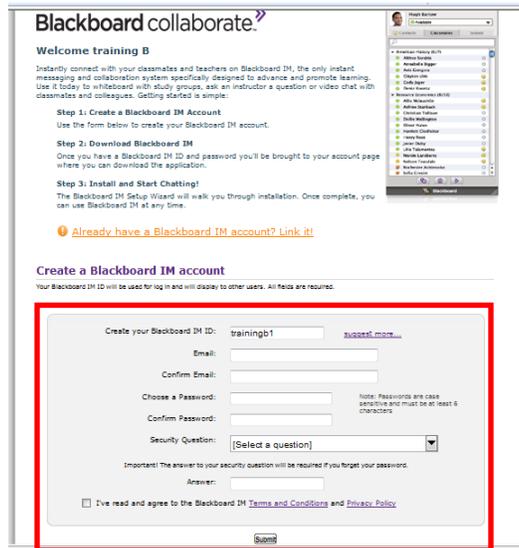
- 1) Login to Blackboard at <https://blackboard.montclair.edu>
- 2) Select the **Courses** tab
- 3) Click on the course
- 4) Click **Academic Tools** on the **Course Menu**
- 5) Click on **Wimba Pronto**



- 6) Click on **Wimba Pronto** to create your account and download Blackboard IM



- 7) Fill-in your information to create a Blackboard IM account  
 \* *Your Blackboard IM ID and Email fields will be automatically filled in.*  
**DO NOT** change these fields.

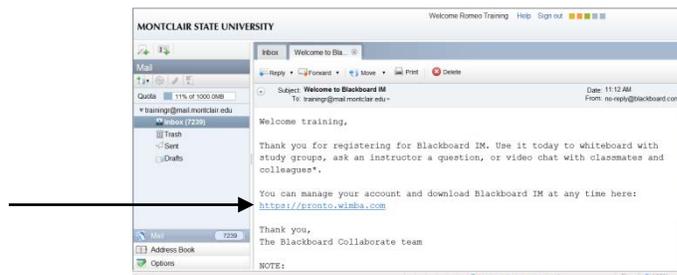


- 8) Click the **Submit** button

A confirmation email will be sent to the address that you provided.

### Login to Webmail:

- 1) Go to <http://webmail.montclair.edu>
- 2) Open the email sent from Blackboard
- 3) Click the **confirmation link** in the email



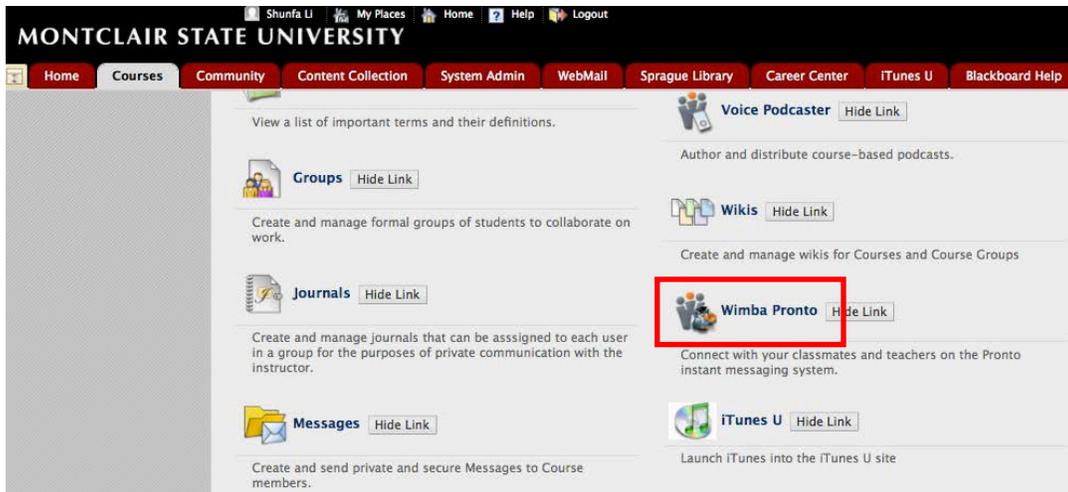
- 4) Login with your Blackboard IM ID and Password

Once your account has been activated, you will be required to download Blackboard IM.

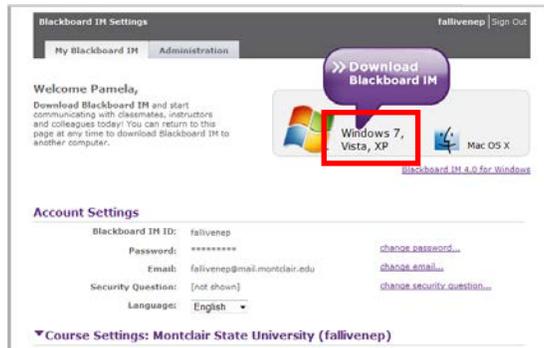
## Downloading Blackboard IM

- 1) Login to Blackboard at <https://blackboard.montclair.edu>
- 2) Select the **Courses** tab
- 3) Click on the course
- 4) Click **Academic Tools** on the **Course Menu**

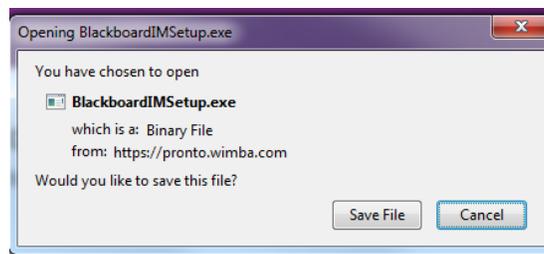
5) Click on **Wimba Pronto**



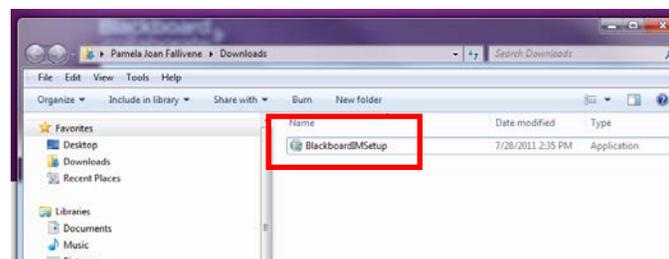
6) Click on the appropriate operating system for your computer under **Download Blackboard IM**



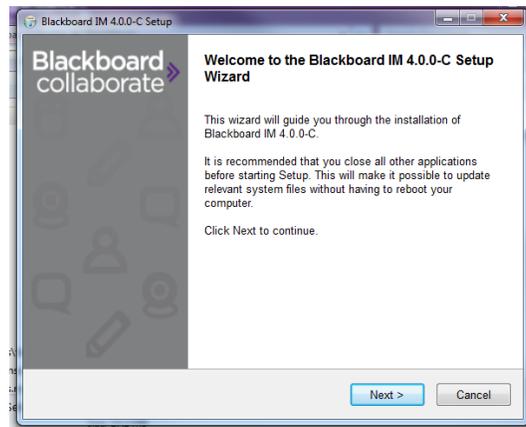
7) Click **Save File**



8) Double-click on **BlackboardIMSetup**



9) Click **Next**



10) Click **I Agree** for the Participant Agreement

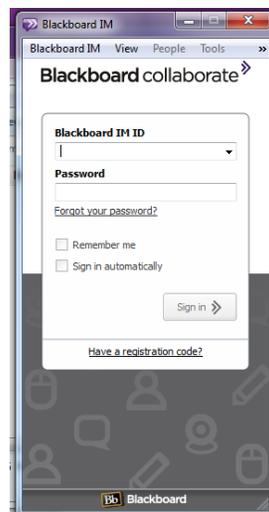
11) Click **Next** after selecting components to install

12) Click **Install**

13) Click **Finish**

14) Login to Blackboard IM with your NetID Username and Password

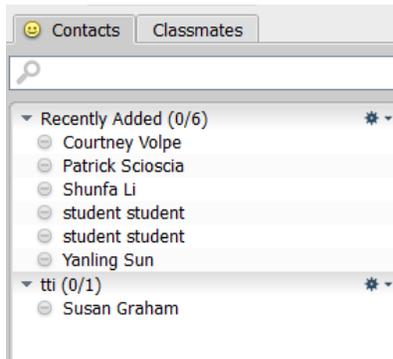
15) Click **Sign in**



Once Blackboard IM is installed, you no longer need to access it through Blackboard. Instead, you can access it through the Start menu.

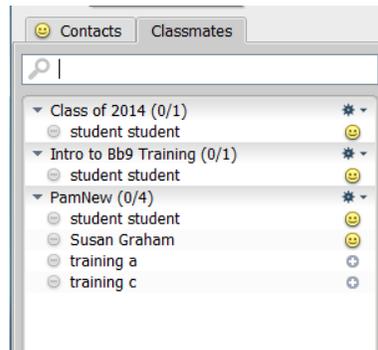
# Understanding the Blackboard IM Environment

## The Contacts Tab



The **Contacts tab** is where you keep track of your friends, study groups, and anyone else that you contact often. This tab is initially empty, but you can add any Blackboard IM user, as long as you know his or her Blackboard IM ID; the user does not need to be in one of your classes, or even at your institution. The **find** field allows you to search for a specific user in the list. You can also add groups to keep your contacts organized.

## The Classmates Tab



The **Classmates tab** lists all of the Blackboard IM users who are in your classes. If the instructor of a course has a Blackboard IM account, the label **Instructor** appears next to his or her name. You do not need to add users to your Classmates tab; it is automatically populated based on course enrollments coming from a Blackboard feed. You also cannot manually add or delete users. The **find** field allows you to search for users in the list.

**Note: Classmates appear in your Classmates tab only while you are enrolled in a class. However, users remain in your Contacts tab indefinitely, so make sure you add classmates with whom you want to keep in touch as contacts before the semester ends.**

## The Status Bar

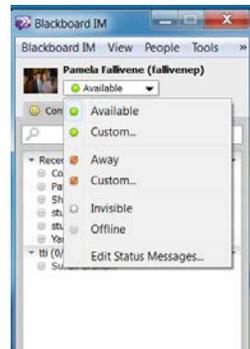


The **Status Bar** shows your current availability. Since other Blackboard IM users see this status, you can use it to tell other people what you are doing and if it is a good time to contact you.

### Changing Your Status

You can change your status to one of the default options, or create a new custom status.

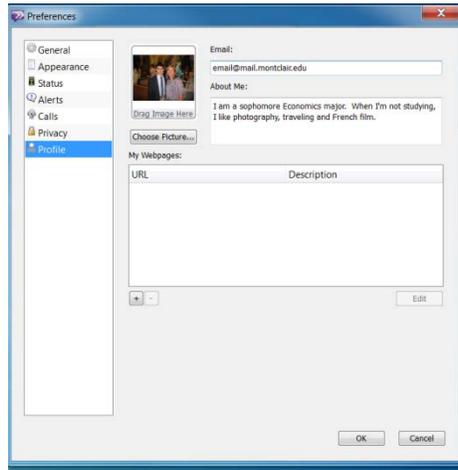
Select the desired status.



## Modifying Your Profile

You can create a personalized profile with a picture to share information about yourself with other Blackboard IM users. Adding a picture, or other information, is optional. You can add or modify profile information from the **Profile** section of the Preferences window.

To access the Profile editor, click your **profile picture box** to the left of the Status Bar in the Blackboard IM window.



### To Add a Profile Picture:

Drag an image file from your hard drive to the **Drag Image Here** box.

### Email

You can add an email address to make it easier for other users to contact you when you're not signed in to Blackboard IM. This address does not need to be your school email address or the address associated with your Blackboard IM account.

### About Me

The **About Me** box allows you to type a brief description to introduce yourself to other users. You may wish to include your interests, your major, where you're from, or the type of people with whom you would like to communicate using Blackboard IM.

### My Webpages

The **My Webpages** box allows you to include links in your profile to the websites of your choice. You may wish to add personal, course, or department webpages.

## Starting a New Text Chat

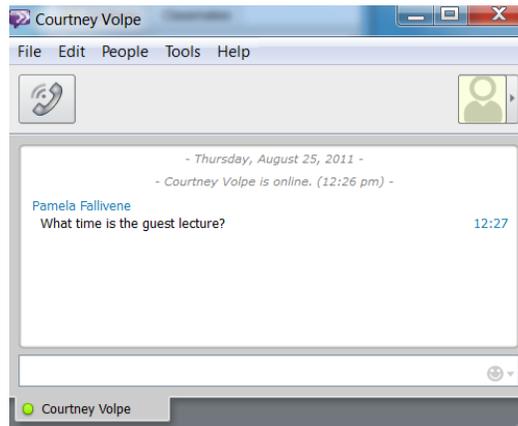
The **Text Chat** window is where instant messaging conversations take place.

Before you can start a new Text Chat with someone, the user must first be in either your **Contacts** or **Classmates** tab.

### To Start a New Text Chat:

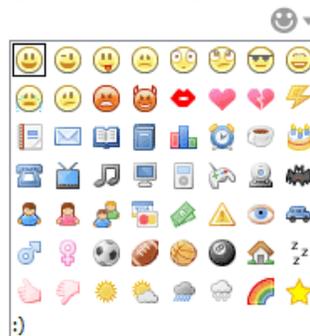
- 1) Double-click the name of the user you wish to contact in either the **Contacts** or **Classmates** tab
- 2) Type your first message in the **Text Input Area**
- 3) Press the **Enter** key on your keyboard

The Text Chat session starts and your message is sent.



## Emoticons

**Emoticons** are special graphical icons that you can insert into any text-based chat to make your conversations more expressive and fun. The emoticons drop-down menu is located on the right side of the **Text Input Area** in all Text Chat windows.



### To Insert an Emoticon into your Message:

Click the image in the drop-down menu.

### To End a Text Chat:

Click the **Close** button on the top right of the message window.

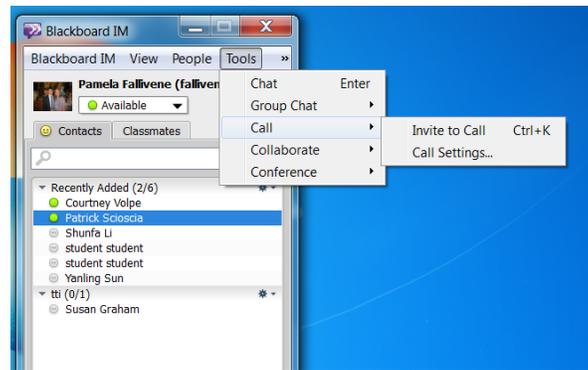
## Audio Calling

Also known as Voice over IP (VoIP), **Audio Calling** allows you to have a real-time audio conversation with any user currently logged in to Blackboard IM. You must call a user and wait for him or her to accept your invitation before your call can begin. You can use Audio Calling with your computer's built-in microphone and standard headphones, but for best call quality, it is recommended that you have a USB headset with an integrated microphone.

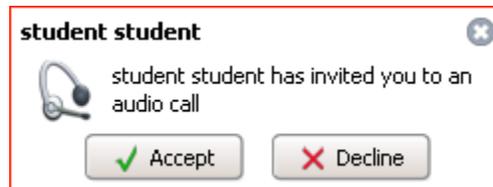
### To Start a New Audio Call:

- 1) Click the name of the user you wish to call in either the **Contacts** or **Classmates** tab
- 2) Click on **Tools**

- 3) Highlight **Call**
- 4) Click on **Invite to Call**



Below is a picture of the message that a user will see when they are invited to an Audio Call:



### The Audio Call Window

The **Audio Call window** opens when you accept a new incoming call, or when a call you start is accepted by another user.



### The User Display Area

The **User Display Area** shows the first name and profile picture of the user with whom you are speaking.

### The Call Status Bar

The **Call Status bar** shows your network signal strength, the level of your outgoing audio signal, and the level of the incoming audio signal.

### The Talk Button

The **Talk button** allows you to control your outgoing audio. To talk, click the **Talk button**.

### To End the call:

Close the call window.

## About Group Chat

Similar to an online chat room, **Group Chat** allows you to communicate with multiple users simultaneously. Group Chat starts in text-only mode, but you can access Audio Calling from a Group Chat session. For example, if you are in a text-only Group Chat session, you can add Audio Calling to create group Audio Call, similar to a telephone conference call. You can invite new participants to a Group Chat either while creating it, or after the session has already been created. Any participant, including the creator of the Group Chat, can leave a session at any time and the other participants are still able to continue the session.

### The Group Chat Window

The **Group Chat window** is similar to the Text Chat window, but with one major difference: the Group Chat window has a **Participant List** to the right of the Message Area that displays the names and the statuses of all of the users currently in (or invited to) the Group Chat session.

### To Start a New Group Chat:

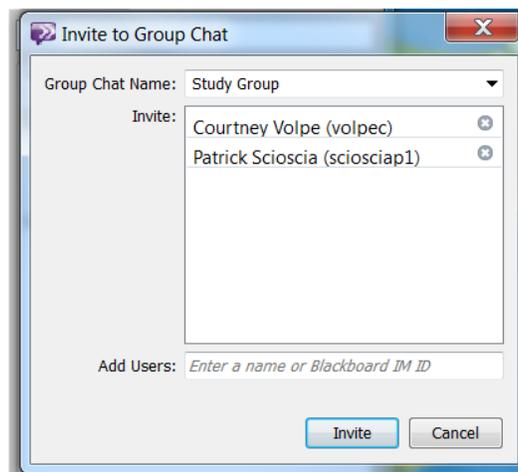
To select multiple Users for a Group Chat:

- 1) Press **Ctrl-click** on the participants names (**Windows users**)  
OR
- 2) **Command-click** on the participants names (**Mac users**)

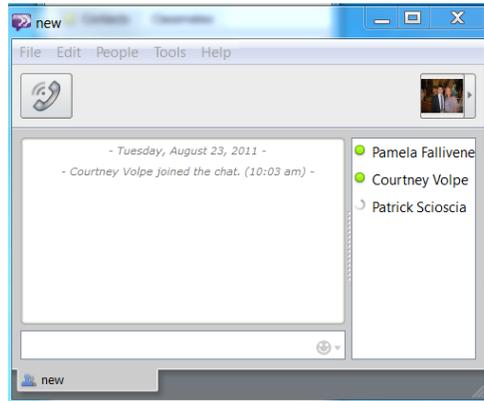
Once the participants are selected:

- 3) Click on **Tools**
- 4) Highlight **Group Chat**
- 5) Click on **New Group Chat**

The Invite to Group Chat window opens:



- 6) Enter a **Group Chat Name**
- 7) Click on **Invite**



The new session is created, a Group Chat window opens, and invitations are sent to all of the users in the Invited list.

**Note:** To invite a new user, drag and drop the name of the user anywhere in the Group Chat window. The user's name appears with the pending icon  in the Participant List. This indicates that the user has received an invitation to join the session, but has not yet accepted it.