

Install Blackboard Instant Messenger (IM) Tool



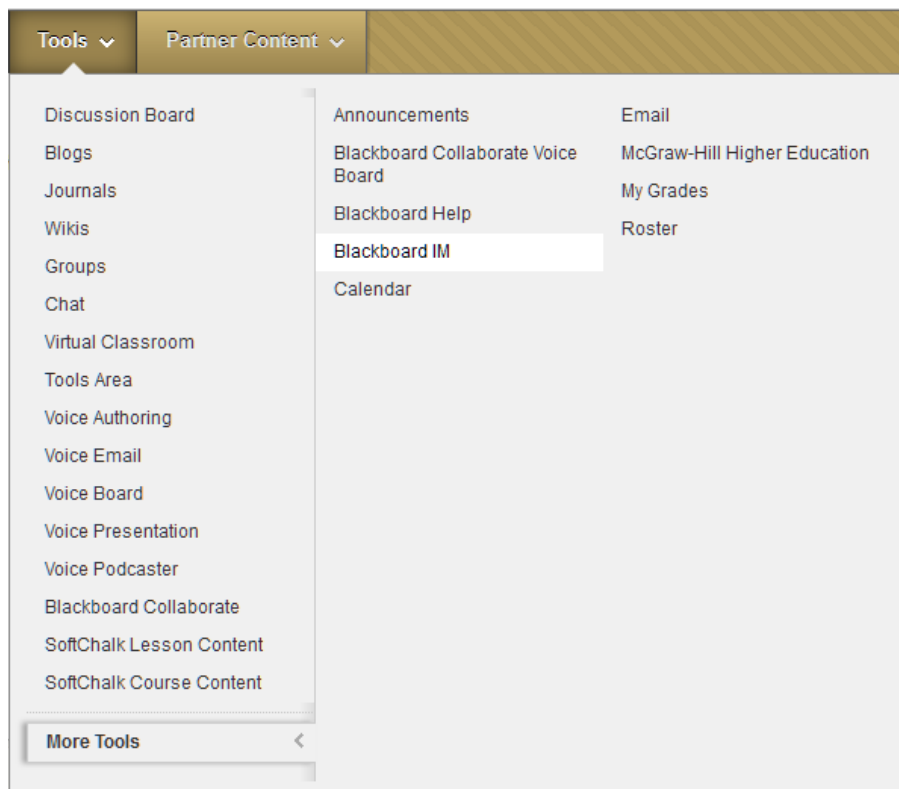
The following instructions will walk you through creating a link to Instant Messenger (IM) in your course and installing Blackboard's tool on your computer to synchronously communicate with students in your MyParker Learn courses. Blackboard IM is an academic-centric instant collaboration solution designed to promote learning through group work and academic and administrative help. Blackboard IM synchronizes with Parker's enrollment records, which means that students and teachers are automatically connected with other Blackboard IM users enrolled in the same courses. These instructions along with others are available on the [Information Technology](#) site on MyParker. Review your Blackboard Essentials online course for additional information regarding Blackboard IM.

1. In your course, Change Edit Mode to **ON**.
2. Under **Customization > Tool Availability**, set the Blackboard IM tool as available.

Blackboard IM



3. Access a **Content** Area (e.g. Course Tools, Lessons, etc.), Learning Module, or folder that you have created in your course. On the Action Bar, point to **Tools** to access the drop-down list. Click on **More Tools** to extend the options and select Blackboard IM.



4. On the **Create Link** page, type a **Name** for the **Link (Blackboard Instant Messenger)**.

✖ Link Name

Color of Name

Link Tool: Blackboard IM

Text

Path: p Words:0

Options

Available Yes No

Track Number of Views Yes No

Date Restrictions

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Submit


Click Submit to proceed. Click Cancel to quit.


5. Type instructions or a description in the **Text** box. These can be instructions on how to install Blackboard IM along with a description on how you will use the tool. Use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
6. Select **Options** for the **item**.
 - a. Select **Yes** to set the link as **Available**.
 - b. Select **Yes** to **Track Number of Views**.
 - c. For **Enter Date and Time Restrictions**, you can set **items** to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Type dates and times in the boxes or use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times. Display restrictions do not affect **item** availability to you, only when it appears to students.
7. Click **Submit**.

Blackboard will create a link to the tool in your content area with the description attached.

Week 1 ▾

Build Content ▾ | Assessments ▾ | Tools ▾ | Partner Content ▾

 **Week 1 Activities**
Click on the link above to begin this module.

 **Blackboard IM** ←

- Click on the **Blackboard IM** link. Follow the instructions to create your Blackboard IM account, Download the IM application, and to install the Blackboard IM tool.

Blackboard IM Sign Up English ▾

Blackboard collaborate™


Welcome Abel Instructor

Instantly connect with your classmates and teachers on Blackboard IM, the only instant messaging and collaboration system specifically designed to advance and promote learning. Use it today to whiteboard with study groups, ask an instructor a question or video chat with classmates and colleagues. Getting started is simple:

Step 1: Create a Blackboard IM Account
Use the form below to create your Blackboard IM account.

Step 2: Download Blackboard IM
Once you have a Blackboard IM ID and password you'll be brought to your account page where you can download the application.

Step 3: Install and Start Chatting!
The Blackboard IM Setup Wizard will walk you through installation. Once complete, you can use Blackboard IM at any time.

 [Already have a Blackboard IM account? Link it!](#)

Create a Blackboard IM account

Your Blackboard IM ID will be used for log in and will display to other users. All fields are required.

Create your Blackboard IM ID: [suggest more...](#)

Email:

Confirm Email:

Choose a Password: Note: Passwords are case sensitive and must be at least 6 characters

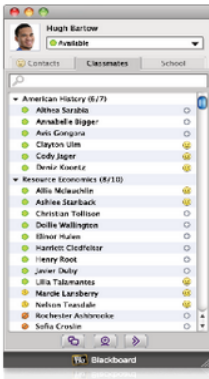
Confirm Password:

Security Question:

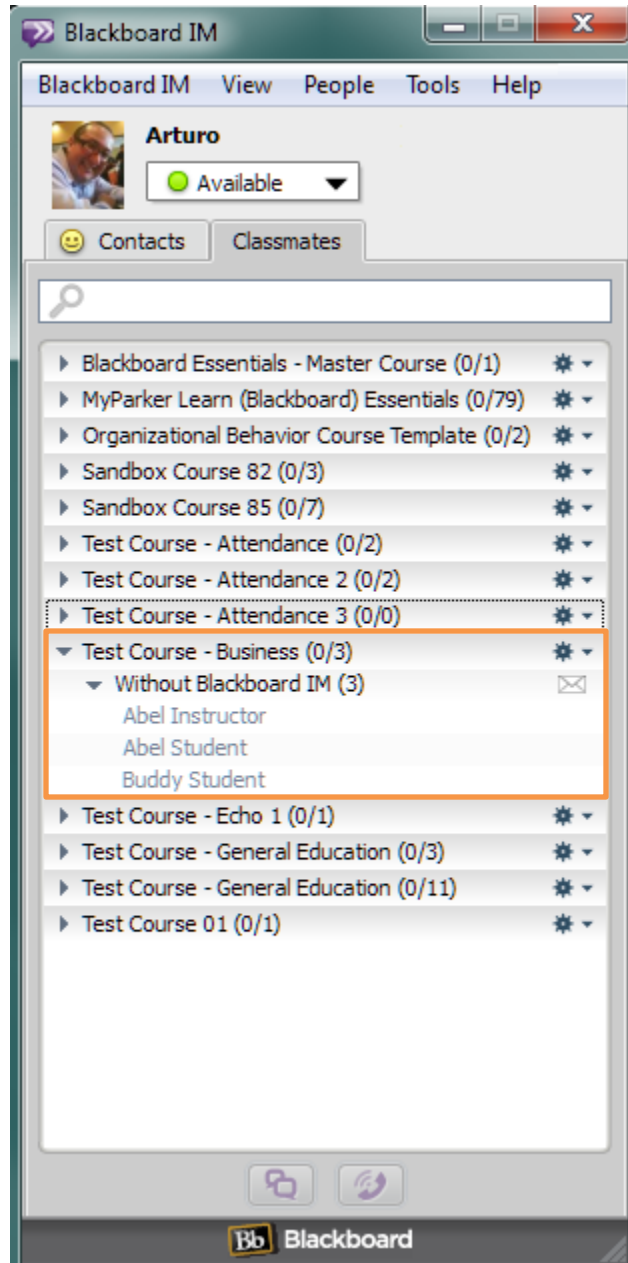
Important! The answer to your security question will be required if you forget your password.

Answer:

By registering for this service, I've read and agree to the Blackboard IM [Terms and Conditions](#) which includes my consent to the use of cookies to store personal information in connection with providing the service. More information on the use of cookies is available at the [Blackboard Privacy Center](#)



Once installed, the application will display a list of all your courses and the students enrolled in those courses.



Feel free to use this document's step 8 instructions to show your students how to create their Blackboard IM accounts.