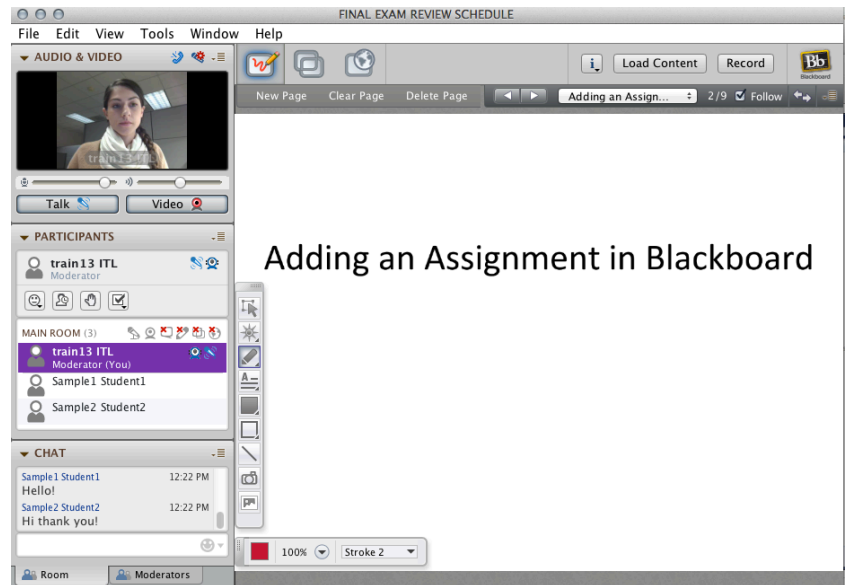


## Communicating with Students in Blackboard


*Synchronous Tools (live)*

- **Collaboration:** Create and manage basic Virtual Classroom and text Chat sessions.
- **Blackboard Collaborate:** (pictured) Real-time audio & video conferencing with media and application sharing.

*Asynchronous Tools (not live)*

- **Announcements:** Notices posted on the front page of the course.
- **Email:** Individual or group message sending utility.
- **Discussion Board:** Topic threads and responses.
- **Wikis:** Crowd-sourced document generation.
- **Blogs:** Private journals and Group reflections.

*Ways to add a communication tool in your course***1. As a Course Menu Item:**

- a. Select the “**plus**” symbol  on the Course Menu.
- b. Click **Tool Link** and choose from the list of tools.
- c. **Name** the menu item and check **Available to Users**.
- d. Click **Submit**.

**2. To a Content Area:**

- a. On the Course Menu, choose a **Content Area** in which to add a tool.
- b. Click **Tools**, choose the tool from the menu, and complete the form.
- c. Click **Submit**.