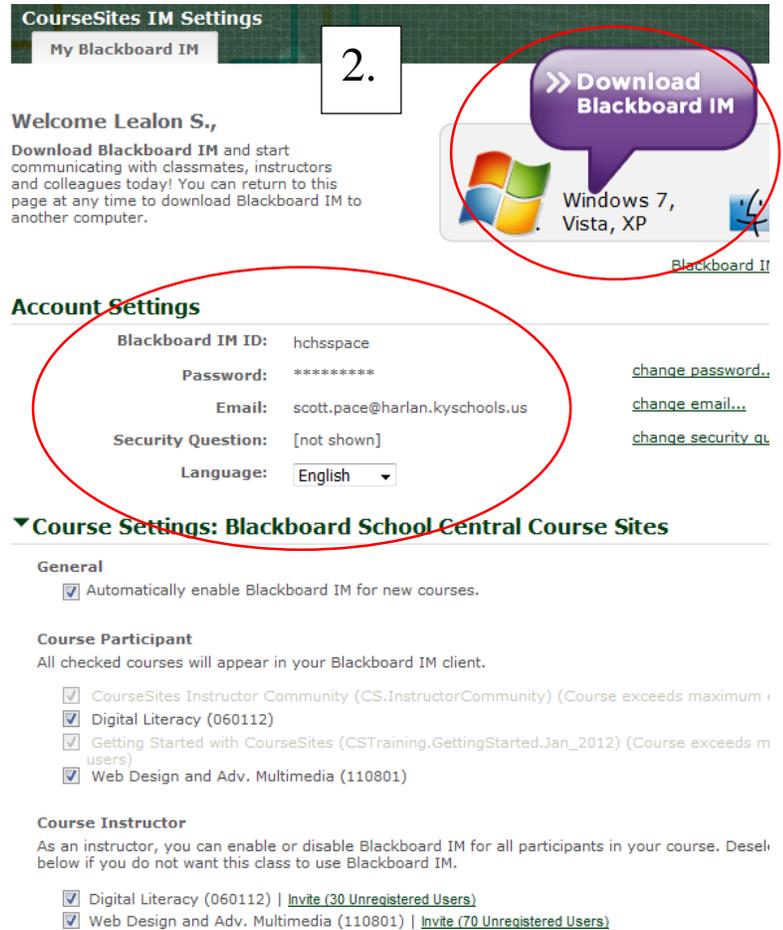


Setting Up Instant Messenger (IM) for Coursesites

1. When you login to your Coursesites account, you will be taken to your Dashboard. Look to the lower right and you will find the option to install Course Sites IM which will be a simple way for you to communicate with your students in real-time and with other instructors as well. From the workstation you plan to use for NTI days, click on 'Get CourseSites IM' and ensure that pop-ups are not blocked via your browser.



2. You will have to create an account for the messenger application and can use the same credentials as you did for your Coursesites account. When the account is created, download and install the Blackboard IM app. If you do this from work you may have account restrictions and should contact your STC for assistance.



3. When you are logged into the messenger, notice three areas: **People** on the menu bar, the **Contacts & Classmates** tabs, your **Courses** and **Settings** for your courses.

The People menu option will allow you to add contacts/other instructors, view chat history, etc. All you need is their username, which should be standard for everyone (ex. hcpsscott or hcpjreynolds). It will also ask you to create a group to place the contacts into. 'HCPS Staff' would work. Contacts will allow you to view and initiate a chat session with anyone you have added and Classmates will allow you to view and communicate with all of the students that have enrolled into your course(s). Additionally, to the right of each Course you will see a settings icon. It may be best, after all of your students have enrolled, to invite them to use/install the Blackboard IM. They can also install the application from their Dashboard just as you did.

Those are the basic features that should get you going. I would recommend taking some time to look at and test the other menu options, especially 'Tools' which includes a Call feature.

