Course Tool: Who’s Online

This tool allows you to do the following three items:

1. View Information
2. Send a Chat Invitation
3. Change My Status
**VIEW INFORMATION**

A) The **Name** column displays the name of the person online. By clicking on someone’s name or the drop-down arrow next to someone’s name, you are given the options to either **Send Mail** or **View Profile**.

![Send Mail and View Profile options](image)

- The **Send Mail** option will open a **Create Message** window that allows you to compose an e-mail similar to the Mail tool functionality, with the recipient set to the person whose name you chose.

![Create Message window](image)

- The **View Profile** option will open the User Profile window that contains information about the person whose name you have chosen.

  **User Profile:**
  
  **First name:** Meghan
  
  **Last name:** Hansen

B) The **Role** column displays what role the person has in relation to the course. You will be interacting with one or more Section Instructors and others with the Student role.

C) The **Available** column displays a **Yes** or **No** indicating whether or not the person is available to chat.
SEND A CHAT INVITATION

For those who have never chatted before, chatting online with someone is like having a telephone conversation by typing. To send a Chat Invitation, select the individual or individuals you want to chat with by clicking the box to the left of their names. Once you have a green check mark next to everyone you are inviting, click the Send Chat Invitation button.

If the person you are trying to chat with is unavailable, you will be notified.

If the person is available you will be prompted to include a message with your invitation.
The person will receive a similar prompt on their screen allowing them to **Accept** or **Decline** the invitation and include their own message.

If they **accept** the invitation, a chat box will appear for both parties.

If they **decline** the invitation, you will receive a message indicating this and any response included by the person.
**CHANGE MY STATUS**

By clicking the drop-down arrow, selecting the status and clicking the **Update** button you can change your **Status**.

<table>
<thead>
<tr>
<th>Your location: Who's Online</th>
<th>Who's Online</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Status:</strong></td>
<td>Update</td>
</tr>
<tr>
<td>Invisible</td>
<td>Visible/Available</td>
</tr>
<tr>
<td>Visible/Unavailable</td>
<td>Invisble</td>
</tr>
<tr>
<td>Number of</td>
<td>Module: 3</td>
</tr>
</tbody>
</table>

**Visible/Available** – Your information can be seen by others logged in to the course at the same time and you are indicating that you are available to chat.

**Visible/Unavailable** – Your information can be seen by others logged in to the course at the same time and you are indicating that you are **not** available to chat.

**Invisible** – Your information cannot be seen by others logged in to the course at the same time.