What is Blackboard IM?
Blackboard IM is a chat program similar to Google Talk, AIM, Skype and the many other online chatting options available on the web. The benefit of using Bb IM is your course rosters are pre-populated for you within the tool. There is no need to gather usernames from your students.

While Blackboard IM is a Blackboard tool, it exists outside of your web browser. There are two steps to setting up the tool: you must first create an account, then download and install the software. The software may be installed on as many computers as you wish.

How do I use Blackboard IM?
After you have created your Blackboard IM account and installed the software, you simply open Blackboard IM on your computer, log into Blackboard IM and start chatting with students and colleagues. You do not have to open Blackboard within a web browser to use Blackboard IM.

Is Blackboard IM enabled in my course?
1. Click CUSTOMIZATION on the Control Panel from within your Blackboard course.
2. Click TOOL AVAILABILITY.
3. Check the box for Blackboard IM and click SUBMIT to save your changes.

How will my students know I want them to use Blackboard IM?
The first step is to communicate this to your students in the syllabus, through a course announcement or face-to-face in class. You may also send your students an invite from your personal Blackboard IM Settings page.

1. Find the Blackboard IM module on the Blackboard home page and click the GET BLACKBOARD IM link located within the module.
2. Scroll to the second list of courses labeled Course Instructor.
Blackboard IM Setup

Course Instructor
As an instructor, you can enable or disable Blackboard IM for all participants in the course. By default, the option is disabled. If you do not wish this class to use Blackboard IM, please select a course below if you do not want this class to use Blackboard IM.

☑ Online Course Development Resources (DevSEE110_besowers) | invite (170 Unregistered Users)

3. Find the course whose students you want to invite and click the invitation link.
4. A new screen appears to send your students a message. Choose which students you want to invite, enter your message and click SEND INVITATION.

Creating a Blackboard IM Account
1. After you have logged into Blackboard, find the “Blackboard IM” module on the Blackboard home page.
2. Click the GET BLACKBOARD IM link located within the module.
3. A new browser window opens asking you to create an account. Complete the form and click SUBMIT.

Download and Installing Blackboard IM
After you have created your account, the next step is to download and install the Blackboard IM client on your computer. You may install the client as many times and on as many computers as you wish. The download icons appear at the top of the account creation screen. Click the appropriate icon to download the client for your operating system.
Blackboard IM Setup

Mac Instructions
1. In the Download section, click the Mac OS X link. The Blackboard IM installer downloads to your hard drive and the End User License Agreement opens.
2. Review the license agreement and click AGREE. The disk image opens.
3. Drag the BLACKBOARD IM icon to the Applications folder icon.

PC Instructions
1. In the Download section, click the Windows7, Vista, XP link. The Blackboard IM installer downloads to your hard drive.
2. Double-click the BlackboardIMSetup file that was downloaded. The installer launches.
3. Click OK.
4. Click NEXT.
5. Review the license agreement and click I AGREE.
6. Select where you wish to install Blackboard IM.
7. Click INSTALL. Blackboard IM installs and a confirmation screen opens.
8. Select whether you wish to run the program right away.
9. Click FINISH.
Blackboard IM Setup

Managing Your Blackboard IM Course Settings
After you create your Blackboard IM account, all of your BSU courses and communities in Blackboard appear under your Classmates tab in Blackboard IM. You may manage your course settings from the Blackboard IM Settings page to either hide these courses and communities and/or hide these rosters from your students.

To access your Blackboard IM Settings:

1. Find the Blackboard IM module on the Blackboard home page and click the GET BLACKBOARD IM link located within the module.
2. Uncheck any boxes for courses you do not want appearing in your list, or courses for which you do not want the roster to automatically appear to students in their Blackboard IM Classmates tab.

For help and assistance, contact the Ball State Help Desk at 285-1517 or visit http://bsu.edu/helpdesk