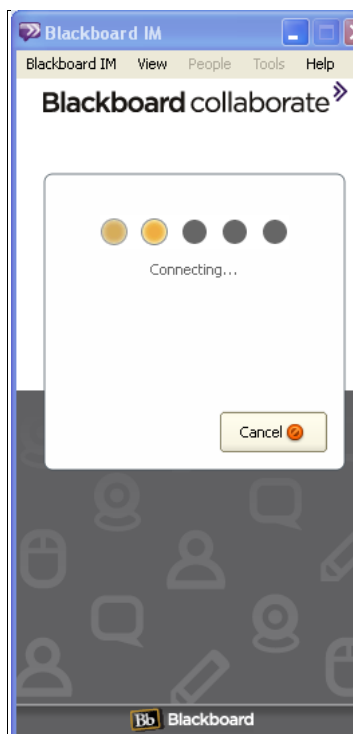


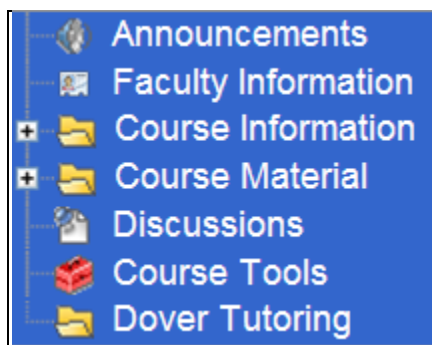
Blackboard IM Dover Business College Student Documentation



Blackboard IM has replaced Pronto in Blackboard courses.

Below are some simple directions that will help you use Blackboard IM.

You may access Blackboard IM from your Dover Blackboard course. This is the recommended method.

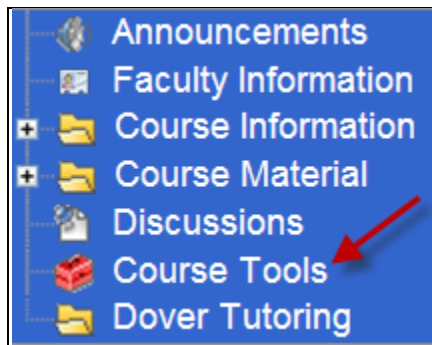


You may also access Blackboard IM from any computer in any Dover Business College classroom by clicking on the Blackboard IM icon. All Dover Business College classroom computers will have the Blackboard IM icon installed.

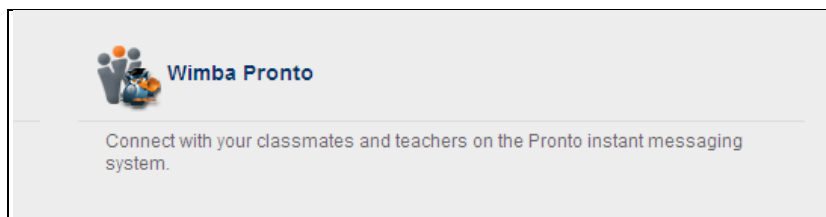


Either of these methods will lead to the Sign Up page.

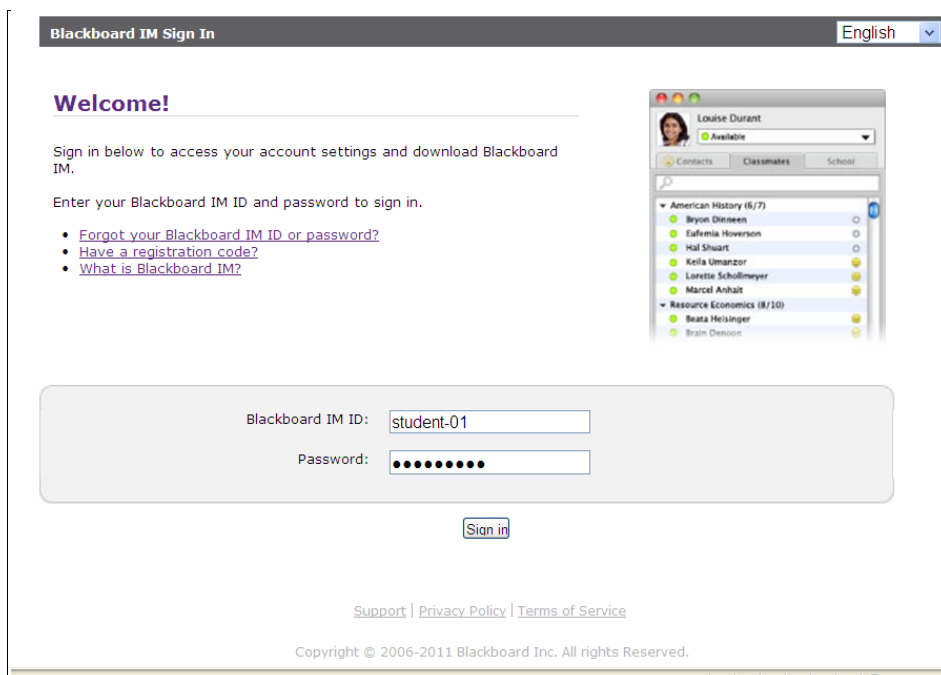
To access Blackboard IM from your Blackboard course, go to your course and click on Course Tools.



Then click on Wimba Pronto.



When you click on Wimba Pronto, you immediately receive an IM Sign Up notice.



If you already have a Pronto account, you can link to it, using your existing account information.

Click on the Terms and Conditions and Submit.

[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:

I've read and agree to the Blackboard IM [Terms and Conditions](#) and [Privacy Policy](#)

If not, you will be asked to create an account. You will be asked to do the following:

Create your Blackboard IM ID.

Add your Email address.

Confirm Email.

Choose a Password.

Confirm Password.

Choose a Security Question from the list.

Click on the Terms and Conditions and Submit.

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:

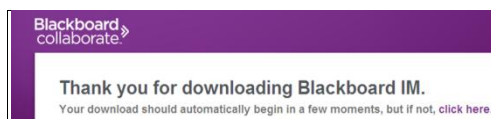
Security Question:

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

Answer:

I've read and agree to the Blackboard IM [Terms and Conditions](#) and [Privacy Policy](#)

After creating an account, you will download Blackboard IM and will receive a confirmation screen message.



When Blackboard IM is available, you will then need to log in using the user ID and Password that you created when you created your account. Whenever you log in, you will see that the login window appears.

Directions will ask:

Enter your Blackboard IM ID.

Enter your Blackboard IM password.

Click the sign in button.

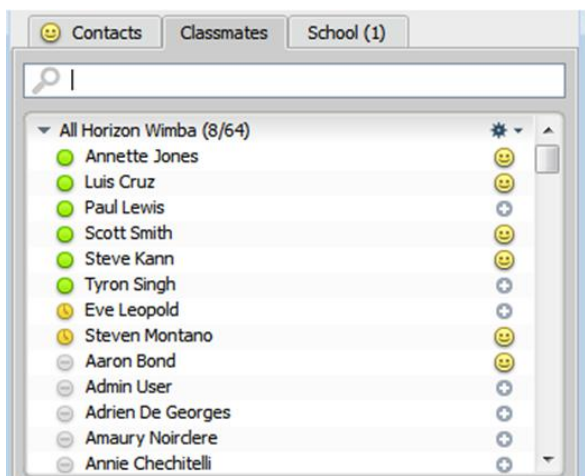
You can set your Blackboard IM so that you can be automatically signed in by checking the Sign in automatically box.

To Log in to Blackboard IM




1. Enter your Blackboard IM ID.
2. Enter your Blackboard IM password.
3. Click the **sign in** button.
4. You can also set Blackboard IM to automatically sign you in when you launch the program by checking the **Sign in automatically** box.

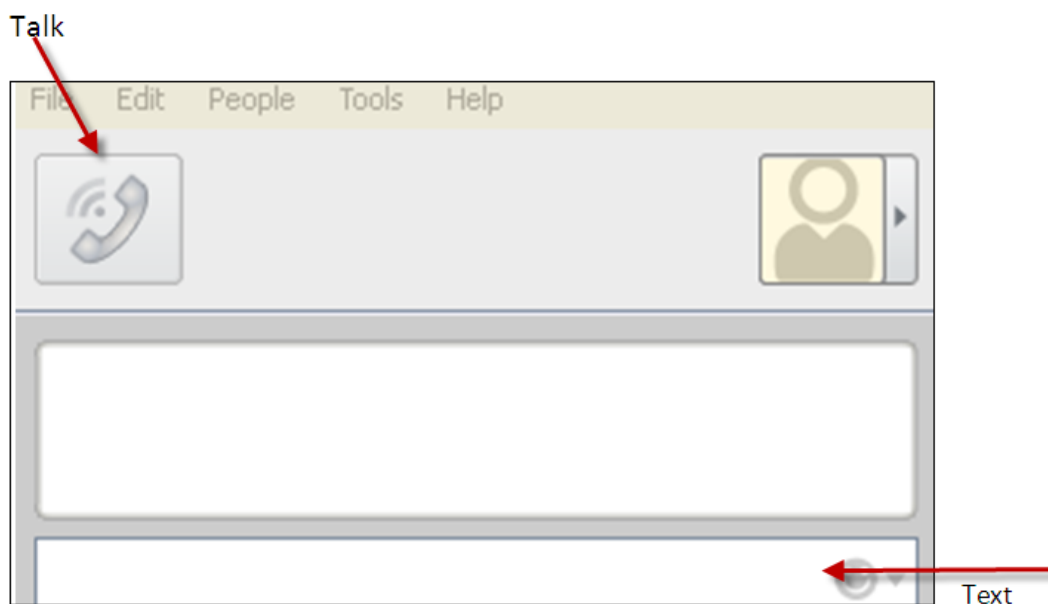
You will see a list of your instructors and fellow classmates in your Blackboard IM.




To text or talk to your instructors or to your fellow classmates, it is necessary to click on the green icon to the left of the person to contact.

 John Jones

When the person is available, the button will be green; and you can text or talk. To talk, it is necessary to have a microphone.



Clicking on the telephone icon , you can initiate a talk session. Typing in the space on the bottom of the screen, you can initiate a text chat.



Text

Clicking on the small icon to the right of the text area allows you to append an icon to the text message.



Feel free to communicate with your instructors and fellow classmates using Blackboard IM.