

Pronto

What is Pronto?

Pronto is a communication tool that allows students and instructors to spontaneously meet live online at any time!

With Pronto, you can:

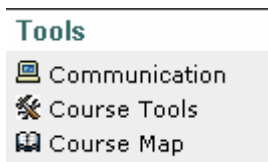
- Send instant messages
- Make calls over the Internet (using a headset plugged into your computer)
- Meet in groups for IM and voice conversations

If you have used an Instant Message application before, many features may be familiar to you. However, unlike other applications, Pronto automatically brings your classmates to your computer. You won't need to hunt down contact information anymore!

Getting Started

To get started:

1. Register with Pronto by creating a unique Pronto ID (which sticks around even after you graduate). You can register within your Course Management System in a variety of places. If you have Blackboard Learning Systems, you can register for Pronto from a Communications area within a course.
2. Click the Communication button in the tools area under the main course menu.



3. Click on the Pronto icon.



4. Now click on create a new account.

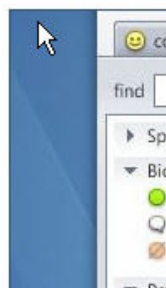


Sign up for Pronto now!

You don't seem to have a Pronto account associated with your learning system account.

[Create a new account](#)

[Already have an account?](#)



5. Add your info and make sure your pronto ID and password are the same as your Campus Connect/Blackboard username and password. Also use your Ivy Tech email.

Create a new account

Enter a Pronto ID and password below.

The system has automatically recommended the closest available match to your learning system login as your Pronto ID.

Pronto ID	<input type="text"/>
Password	<input type="password"/>
Re-type password	<input type="password"/>
Email	<input type="text"/>
Re-type email	<input type="text"/>

6. Now check your email for an email from Horizon Wimba. This email confirms your account. You now have to click the link in the email to activate your account.
7. Now click the link Log in to your Pronto settings page.

Account activated!

Your Pronto account has been activated.

Pronto ID
Password [not shown for your security]

[Log in to your Pronto settings page](#)



8. You will now need to log in using the username and password you just created.
9. You will then be directed to your settings page. Click all courses you would like Pronto to synch with. I strongly suggest you make sure all courses are marked.

Your Pronto account is active. Download Pronto and sign in with your Pronto ID and password to talk with your classmates.

[Download Pronto!](#)

Settings

General

Automatically add new courses when I register for them

Course Participant

Your active groups are shown below. Pronto will automatically show any other people who have signed up for Pronto in the groups you have selected.

- 7.1 Training (DEV_TRAINING_VENTRANO)
- CIS_10199Z_20063_INTRO TO MICROCOMPUTERS (CIS_10199Z_20063)

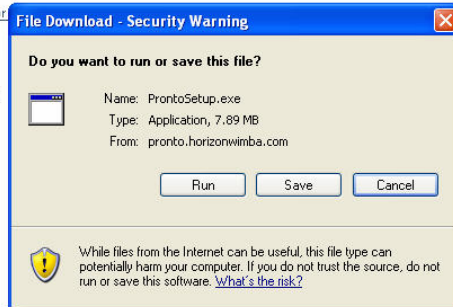
10. Now click the Download Pronto button. Choose either the windows 2000/XP version or the MAC version.

11. When you receive this pop up, click RUN.

[Windows 2000 or XP \(1.1.1-F-44987\)](#)

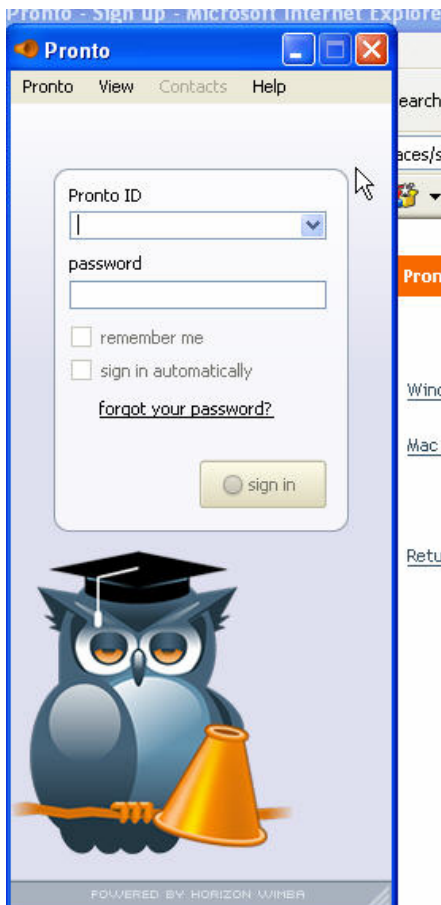
[Mac OS X \(10.3.9 or](#)

[Return to settings:](#)



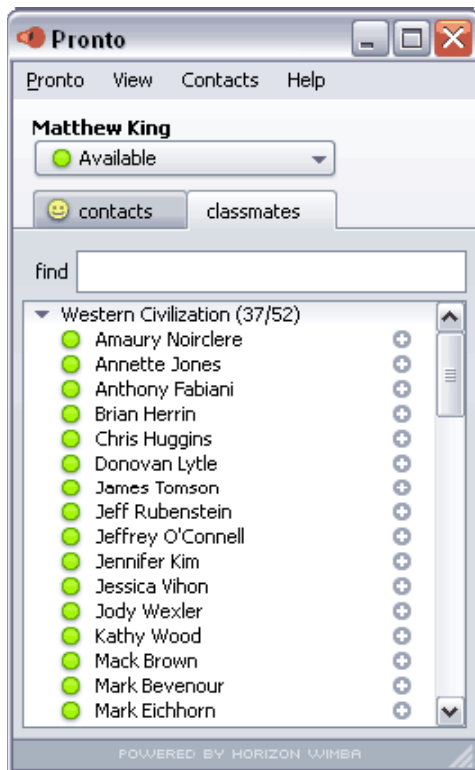
Follow the set up wizard. Typically you just keep clicking either next or I agree or even finished. If at any time you are asked what the URL is for our Blackboard, type in <https://dl.ivytech.edu>.

12. After you have installed Pronto go ahead and log into the system.



Using Pronto

After logging in, you'll notice that the Classmates tab automatically lists other Pronto users who belong to your courses.



To send an IM

Double-click the user's name, type a message in the chat box and press Enter.

To "call" a user for voice chat Double-click the user's name and click the Phone icon. Once the user accepts your call, hold down the Talk button while you speak into your microphone.

To meet in groups

- From the File menu, select Contacts > New Group Chat.
- Name your group.
- Select Contacts > Invite to Group Chat.
- Choose your invitees.

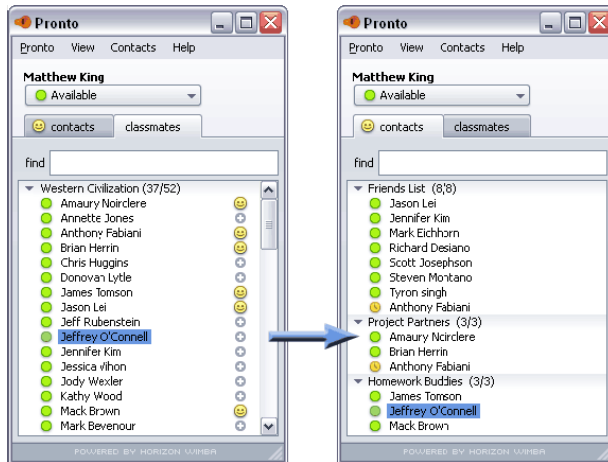
Once your invitees join the session, you can send IM's and voice chat with everyone at once.

Managing Contacts

You can also “convert” your Pronto classmates into your Pronto contacts. You can now re-organize these contacts into new, personalized groups (for instance “Homework Buddies”), and even see them in Pronto after they disappear from your classmates tab, once the semester ends.

To convert a classmate into a contact, click the (+) icon next to the classmate you’d like to include in your group. The (+) will change to a smiley-face. These users are now also listed in your Contacts tab!

If you delete all instances of a user from the contacts tab, the smiley-face icon in the classmates tab will revert to a (+) icon.



To organize these contacts into new, personalized groups

1. From the File menu, select Contacts > Add Group.
2. Name your group.
3. Click the Contacts tab, select your contacts, and drag them to the name of your new group.

Note: Alt- or option-drag to create a copy of a contact if you want the same contact in multiple groups.

To add contacts who are not in your classmates tab

1. With the contacts tab in front, select Add Contact from the Contacts menu
2. In the Add Contact dialog, type in the Pronto ID of the person you wish to add, and select the group to which you wish to add them.
3. Click Ok

Note: There is not currently a way to find out another user’s Pronto ID using Pronto. You’ll have to ask them directly. Future versions of Pronto will make this information more accessible.

Saving the Message Log.

You can save the conversation you had by clicking on Contacts at the top of your IM window, then click on Show Message Log. This log can then be saved to your computer.

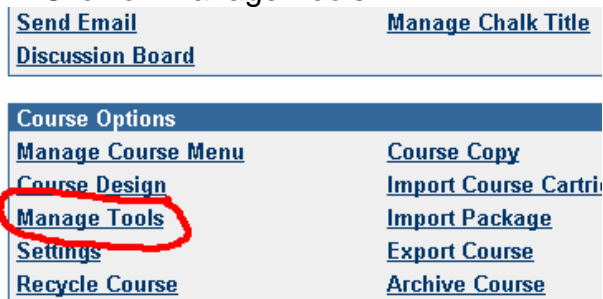
Turning Pronto On in your Course

If you want your students to be able to use Pronto in your course, then follow these steps to turn Pronto on in your course

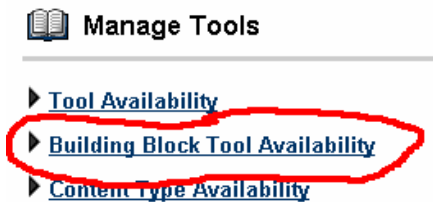
1. Click on the Control Panel in your course.



2. Click on Manage Tools



3. Click on Building Block Tool Availability



4. Now check the box under available and then click submit.



Click **Submit** to finish. Click **Cancel** to quit.



Pronto is now turned on in your course.