

Chat Tool

The Chat tool enables you to engage in real-time text discussions with your instructor or other students in your class.

Types of Chats

General (or Course) chats

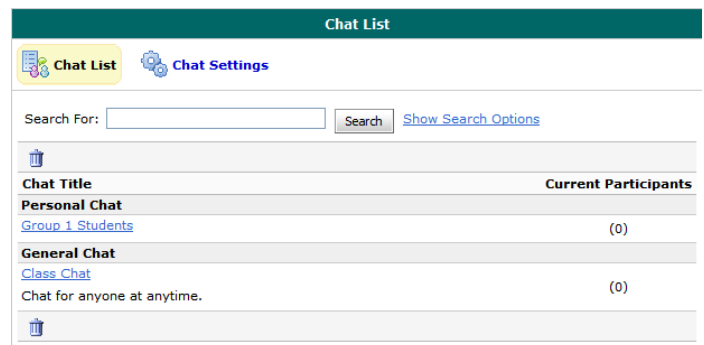
General chats are public chats visible to everyone enrolled in the org unit where they are created. General chats allow you to incorporate chat discussions into the teaching of a course since they are automatically open to all users enrolled in the course.

Personal chats


Personal chats are private and visible only to users who you have added to the chat's participants list.

Accessing the Chat Tool

1. Click the Chat link on the top navigation bar.
2. The Chat List page lists all general chats you can access from within the current course and all personal chats you have access to. For example, if you click the Chat link from a course home page, you see all the general chats created inside that course offering. You always see all personal chats you have access to regardless of which org unit you accessed the page from.



Chat Settings

To access the chat settings, click on the  Chat Settings Chat Settings icon.

Changing chat alias

You can change your alias appearance during a chat

1. Change the Chat Alias to Bold, Italics, or a different color
2. Click Save

Change Chat Settings

1. If you want to change the message order, select New to Old or Old to New.
2. If you want to see new messages only, select New Messages.

- This requires you to manually refresh the screen, to see new messages and remove all old ones.

Note: You can change back to see all messages, which restores all messages for that session, even if they were not visible while New Messages was checked.

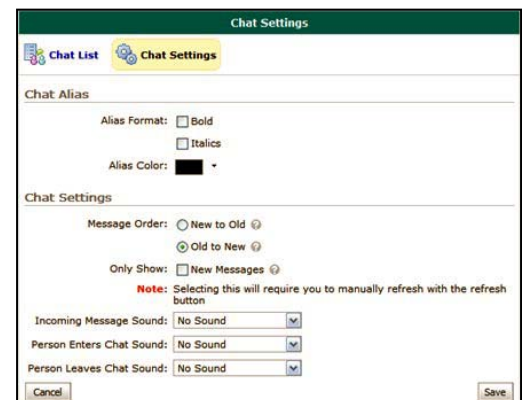
Sounds

To change sound notifications

1. Drop the down arrow and highlight the sound you prefer
2. Click Save

You can select several different sounds for notifications

- Incoming Message Sound
- Person Enters Chat Sound
- Person Leaves Chat Sound



Chat Settings

Chat session archives

Each chat session is stored in the chat's archives, where you can view it at a later time.

Note: The system archives a chat session after a period of more than 20 minutes of inactivity. Chats appear in the list of session after this period.

To access a chat session

1. On the Chat List page, click the Sessions icon next to a chat.

Note: For a general chat you must be in the org unit in which you created the general chat to see the session archives.

2. Click the link in the Start Date column.
3. When you are done reviewing the session, click Go Back.

Participating in a Chat

Entering a chat

To enter a chat, click its name on the Chat List page. All user aliases appear on the left.

Chatting

1. Type in the text entry field at the bottom.
2. Press the Enter key, or click the Send button.

