Chat
The Chat tool is a real-time, text-based collaboration tool. You can use the Chat tool to brainstorm ideas, hold a question and answer period, have a debate or discussion, or organize a remote study group. As opposed to other collaboration tools, such as Discussions, Chat conversations occur in real-time.

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Types of Chats

There are two types of chats:

- **Personal chats** - Personal chats are private and visible only to users who you have added to the chat’s participants list.
- **General (course) chats** - General chats are public chats visible to everyone enrolled in the course shell where the chats are created. Instructors can create general chat rooms to incorporate chat discussions into the teaching of a course since they are automatically open to all users enrolled in the course.

Create a General Chat

All users in the course shell have access to the general chat. You can create multiple chats for the same course, such as "Presentation Prep" and "Field Trip Details". It is a good idea to enter a description to help other users identify the chat, since they might have access to other chats with similar names.

1. On the navbar, click **Chat** from the **Tools** drop down menu.

2. On the **Chat List** page, click **New Chat**.

3. Enter a title and click **General Chat**.
Create a Personal Chat

You can create personal chats from any course, and you can access them within any course. Personal chat rooms can only be accessed by users who have been added to the personal chat’s Participant List. When users are added, the chat room displays under Personal Chats in their list of chats.

1. On the navbar, click Chat from the Tools drop down menu.


3. Enter a title and select Personal Chat.
4. Enter a **description** for the chat. Note: Giving your chat a unique, descriptive name and providing a description for it using the description field helps users distinguish the chat from other chats they are enrolled in. Click **Create**.

![Description Field](image)

**Add/Remove Users from a Personal Chat**

Personal chats are private and visible only to users who you have added to the chat’s participants list. Users can be added and removed from personal chats.

1. On the navbar, click **Chat** from the **Tools** drop down menu.

![Chat Menu](image)

2. On the **Chat List** page, from the drop down menu of the personal chat you want to modify, click **View Members**.

![View Members](image)

3. To add a member to the chat, click **Add Members**.
4. Select the check box beside the name of users you want to add. Click **Add** then click **Done**.

5. To add users from different course offerings click **Add Members** and **Select Different Course**. Click the appropriate course title and select members to add.

6. To delete a member of the chat, on the Chat Members page, select the check box beside the users you want to remove. Click **Delete**, then **Done**.

**Manage Chat History**

The chat’s archive stores each chat session, where you can view it at a later time. The system archives a chat session once all chat members leave the room, or after more than 20 minutes of inactivity. Chats appear in the Chat Sessions list.

1. On the navbar, click **Chat** from the **Tools** drop down menu.
2. On the **Chat List** page, from the drop down menu beside the chat you want to view, click **View Sessions**.

3. In the **Start Date** column, click the link.

4. When you are done reviewing the session information, click **Done**.

**Change Chat Settings**

1. From the Chat list page, click **Settings** in the upper right-hand corner.
2. Adjust settings as desired, including:
   a. **Alias** (username) **format** and **color**
   b. **Message Order**
   c. **Chat sounds**

3. Click **Save**.

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**Chat Settings**

**Chat Alias**

*Alias Format*
- Bold
- Italic

*Alias Color*

**Chat Settings**

*Message Order*
- New to old
- Old to new

*Only Show*
- New messages

**Note**

Selecting this will require you to manually refresh by clicking **Refresh**.

**Incoming Message Sound**

*No Sound*

**Person Enters Chat Sound**

*No Sound*

**Person Leaves Chat Sound**

*No Sound*