



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

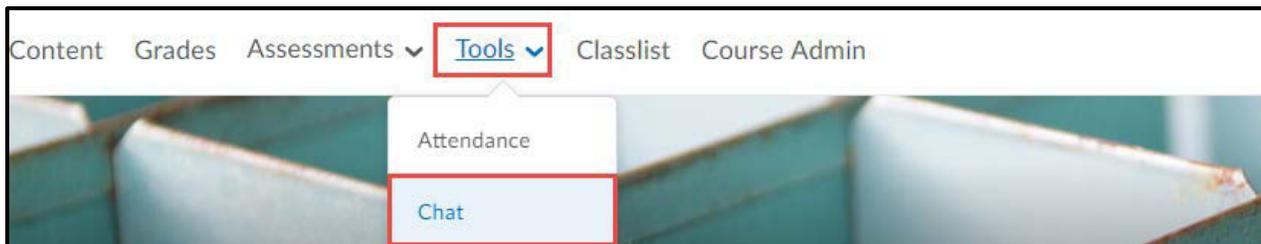
There are two types of chats:

- **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**.

A screenshot of the chat creation form. The 'Title' field contains 'Field Trip Chat' and is highlighted with a red box. Below it, the 'Type' section has two radio buttons: 'General chat' (selected and highlighted with a red box) and 'Personal chat'.

4. Enter a description of the chat and click **Create**.



Description

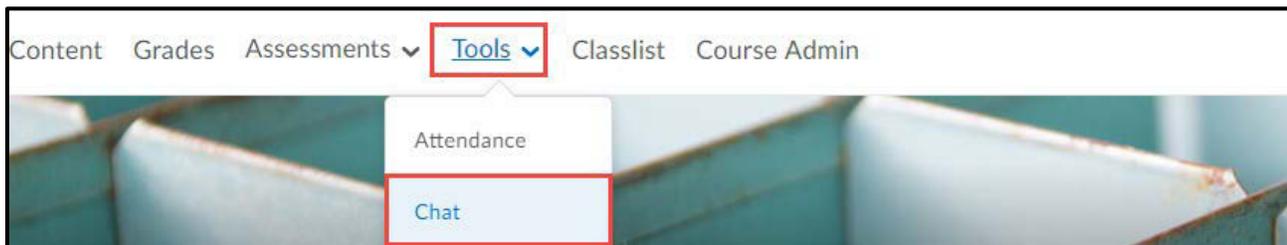
Use this chat to discuss the upcoming field trip.

Create Cancel

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.



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



3. Enter a **title** and select **Personal Chat**.



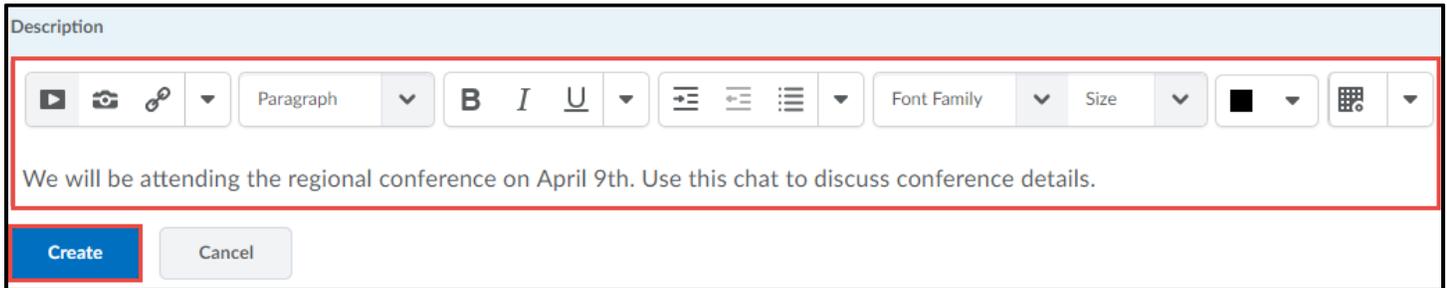
Title *

Regional Conference Chat

Type

General chat **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**.



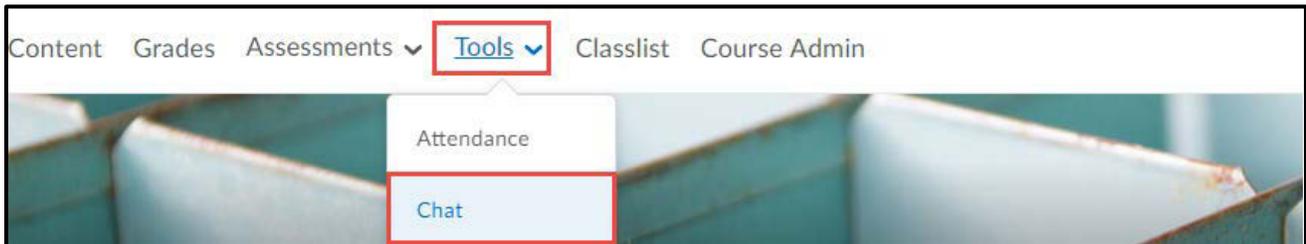
Description

We will be attending the regional conference on April 9th. Use this chat to discuss conference details.

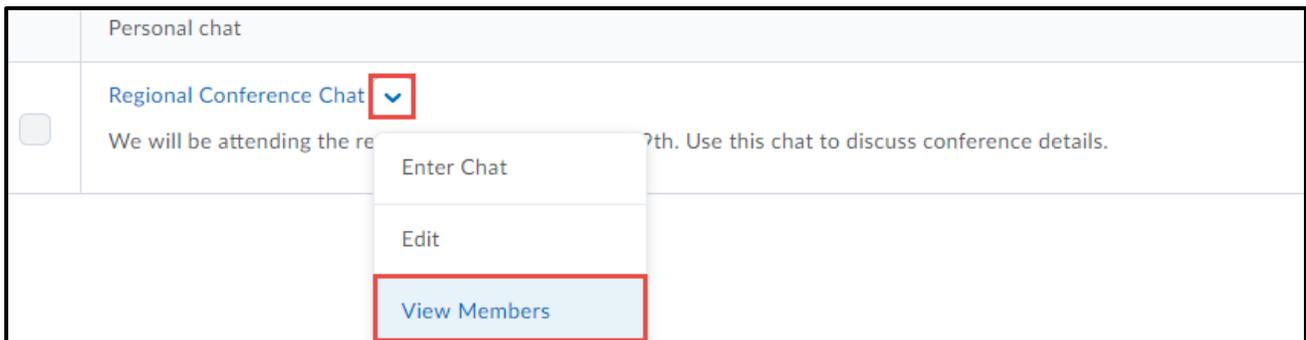
Add/Remove Users from a Personal Chat

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.



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



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**.

<input checked="" type="checkbox"/>	Student, CMU
<input checked="" type="checkbox"/>	Student, Demo
<input checked="" type="checkbox"/>	Test, Faculty

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.

Add Members

Course Offering

Personal Sandbox - [Select Different Course]

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**.

Delete

<input type="checkbox"/>	Last Name ▲, First Name
<input checked="" type="checkbox"/>	Student, CMU
<input type="checkbox"/>	Student, Demo

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.

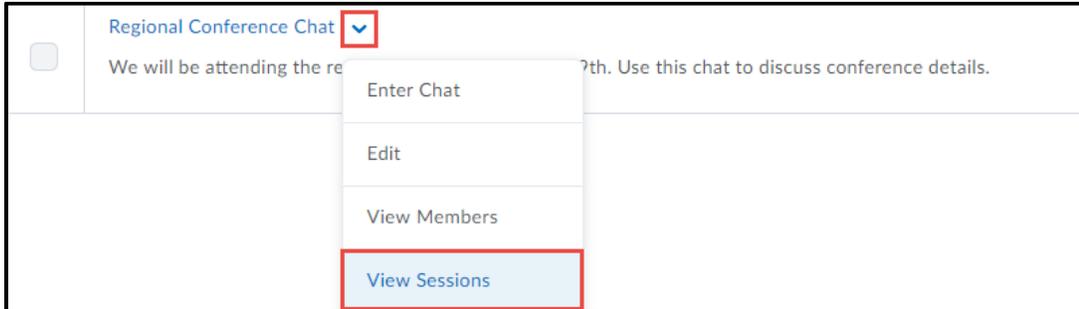
1. On the navbar, click **Chat** from the **Tools** drop down menu.

Content Grades Assessments Tools ▼ Classlist Course Admin

Attendance

Chat

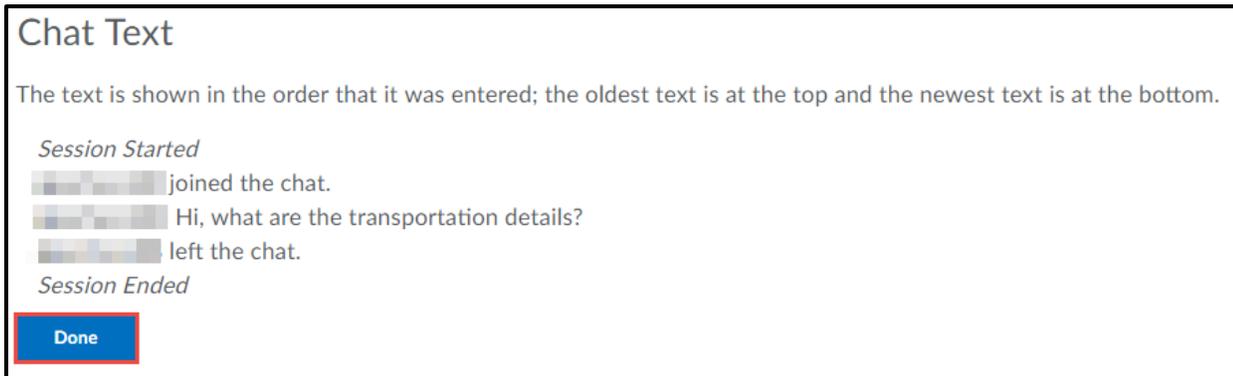
2. On the **Chat List** page, from the drop down menu beside the chat you want to view, click **View Sessions**.



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

Start Date ▼	End Date	Duration	# of Messages
Feb 19, 2018 2:18 PM	Feb 19, 2018 2:19 PM	0:01:00	3

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**.

Chat Settings

Chat Alias

Alias Format

Bold

Italics

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



Person Enters Chat Sound



Person Leaves Chat Sound

