

Chat Activities

What is the Chat Tool?

The **Chat** tool allows you to have real-time conversations with participants of your course. It can be used for online, interactive sessions such as office hours, question and answer discussions, and guest speakers. The **Chat** tool contains both chat rooms and whiteboard rooms that you can make available to your students.

*IMPORTANT: Click the **Teach** tab before you use the **Chat** tool in your WebCT courses—this is the place instructors can communicate with students, teaching assistants and other instructors in the course.*

Chat Settings

Chat Tools	
Title	Value
Enable Chat tool *	<input checked="" type="radio"/> true / <input type="radio"/> false
Allow Teaching Assistants to view and clear chat logs *	<input type="radio"/> true / <input checked="" type="radio"/> false
Logging is on by default in newly created chat rooms *	<input checked="" type="radio"/> true / <input type="radio"/> false
Allow Students to view chat logs *	<input type="radio"/> true / <input checked="" type="radio"/> false
Allow Auditors to view chat logs *	<input type="radio"/> true / <input checked="" type="radio"/> false
Allow Teaching Assistants to create rooms *	<input type="radio"/> true / <input checked="" type="radio"/> false

*Required fields



Chat Tools settings	
Enable Chat tool	Adds the Chat tool to your course if the value is set to true.
Allow Teaching Assistants to view and clear chat logs	Allows you to globally configure whether or not to allow TAs to view and delete the chat logs.
Logging is on by default in newly created chat rooms	Allows you to globally configure whether or not to log messages in newly created chat rooms.
Allow Students to view chat logs	Allows you to globally configure whether or not to allow students to view the chat logs.
Allow Auditors to view chat logs	Allows you to globally configure whether or not to allow auditors to view the chat logs.
Allow Teaching Assistants to create rooms	Allows you to globally configure whether or not to allow TAs to create new chat rooms.

Follow these steps to view or edit the **Chat** tool settings.

1. Click the **Build** or **Teach** tab.
2. Click **Manage Course** from the **Designer Tools** area (**Instructor Tools** area on the **Teach** tab); then click **Settings**; and finally click **Chat**.
3. Make your changes to the **Chat** tool settings and click **Save Values** to save your changes. Otherwise click **Cancel** to not save your changes.

Accessing Chat

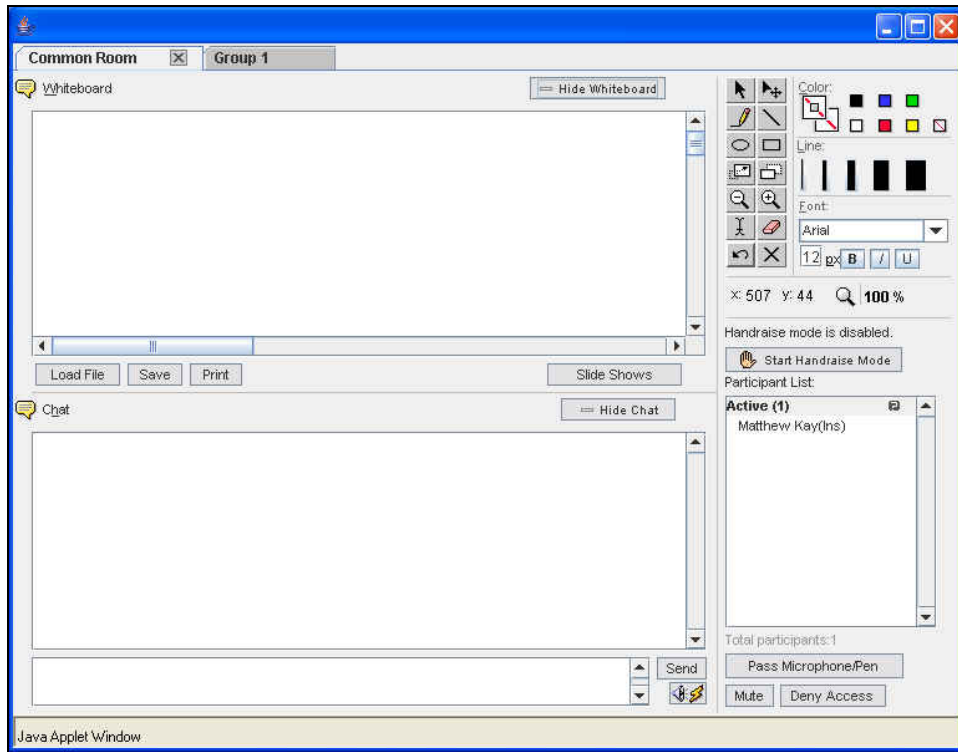
To use a chat or whiteboard room, you and/or your students must have a pre-designated time in which to meet via this medium. When you click the room name you are automatically connected with others who are online in the same room.

1. Click the **Teach** tab.
2. Click the **Chat** button  or icon  on the **Course Tools** menu. When you enter the **Chat** tool the main screen appears.




Chat

- Click the name of the chat or whiteboard room that you wish to enter. The chat room window displays. The following example illustrates a sample room with both chat and whiteboard areas.



The Chat Window	
Room name	Each tab displays the name of the room. You can click the tab to display the information for that room.
Whiteboard area	This is the interactive area where you and/or your students can create and edit drawings, and load files to share.
Hide Whiteboard / Show Whiteboard	Hides or shows the whiteboard area and its tools.
Load File	Allows you to load an image file into the whiteboard area. Valid files types are gif, jpg, jpeg.
Save	Allows you to save the contents of the whiteboard area.
Print	Allows you to display the entire contents of the whiteboard area in a new browser window where you can print it.
Slide Shows	Allows you to create, edit, and load a series of images (a slide show) inside the whiteboard area. You control the display of each slide displayed to the students.
Hide Chat / Show Chat	Hides or shows the chat area and its tools.
Chat area	Displays messages sent by users. Each message displays the user

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	name and the content of the user message.
Message area	Text box where you can type your message to send.
Send	Sends the message you typed in the message area.
	Allows you to set the preferences for chimes in the chat room.
Start Handraise Mode / Stop Handraise Mode	Allows you to stop the sending of chat messages by participants to the chat room. If selected, your participants need to click the Raise Your Hand button in their chat room to get your attention. You can then start a private chat with that participant, or stop the handraise mode.
Participant list	Shows the name of every user logged on to this chat room.
Pass Microphone/Pen	Allows you to pass control to a participant.
Mute / Unmute	Allows you to mute an individual participant—blocking participation in the room. You must first click the name of the participant name and then click Mute . To allow the participant to be active in the room again, click the name and then click Unmute .
Deny Access / Grant Access	Allows you to deny access to a participant so that individual can no longer participate in the room. You must first click the name of the participant and then click Deny Access . To allow the participant to be active in the room again, click the name and then click Grant Access .
Close window	Exits the room and closes the window.

Creating Chat or Whiteboard Rooms

You can use chat and whiteboard rooms as a way to communicate with the entire class, as a work area for student groups, or as a way to facilitate and organize live discussions in your course.

1. Click the **Teach** tab, and then the **Chat** button or icon.
2. From the main **Chat** page, click **Create Chat or Whiteboard Room**.
3. Type the name of your new chat or whiteboard room. Optionally, you may type a description to aid students in understanding the nature of the room and whether or not you want the room to be hidden (not shown) to the students at this time.

Create Chat or Whiteboard Room

*Title:

Description:

Use HTML

Item Visibility: Show Item
 Hide Item

*Maximum users: Maximum users allowed by Server
Administrator is 1,000

4. In the **Type** section, select whether this room includes a Chat and Whiteboard, Chat only, or Whiteboard only.

Type

Chat and Whiteboard
 Chat only
 Whiteboard only

5. Click **More Options** to expand this section.
6. In the **User Permissions** section, select the check boxes according to your preferences to allow users to hide or show the chat or whiteboard areas, allow private chat messages and allow alias. *Note: Private chat messages are NOT logged.*

User Permissions


Allow users to hide or show Chat or Whiteboard in a combined room
 Allow private Chat messages
 Allow alias

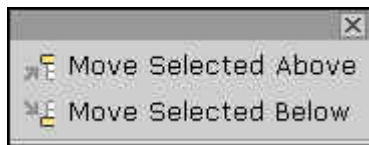
7. In the **Enable logging** section, clear (uncheck) the check box if you DO NOT want to maintain a chat room log. By default, the system keeps a log of activity in this chat room. *Note: Private chat messages are NOT logged.*



8. Click **Save**. The new chat or whiteboard room is now added.

Reordering Chat or Whiteboard Rooms

1. Click the **Build** tab, and then the **Chat** button or icon.
2. Click the check box next to one or more chat or whiteboard rooms that you want to move.
3. Click the move button  to display the menu options.



4. Select an option from the **Move** menu. The chat or whiteboard rooms are reordered.

Editing Room Properties

In your course, you change chat room properties to reflect current information, or to announce changes in the use of these rooms.

1. Click the **Teach** tab, and then the **Chat** button or icon.
2. From the main **Chat** page, click the **ActionLinks** button next to the room name you want to edit.
3. Select **Edit Properties**.
4. Make the necessary changes to your room properties.
5. Click **Save** to save your changes.

Accessing Chat Logs

WebCT can generate a text record of everything written in chat rooms, except private messages. By default, all chat rooms are set to log all entries—you can turn off this setting when you create a room or edit room properties.

1. Click the **Teach** tab, and then the **Chat** button or icon from the **Course Tools** menu.
2. On the main **Chat** screen, click the **ActionLinks** button next to a chat room name.
3. Select **View log** from the menu.
4. You may select the **Clear Log** button to delete the log for that chat room.

Saving Chat Logs

Once your chat room has generated a chat log on the screen (it shows all persons chatting, the order of their comments, and their actual typing), you can copy and paste the log into a word-processing program to edit and/or print.

1. Click the **Teach** tab, and then the **Chat** button or icon.
2. On the main **Chat** screen, click the **ActionLinks** button next to a chat room name.
3. Select **View log** from the menu.
4. Using your mouse pointer, highlight all of the text from your **Chat** log that you wish to copy.
5. From the **Edit** menu in your browser, select **Copy**.
6. From your desktop, open a blank document in a word-processing application like Microsoft Word, NotePad, or SimpleText.
7. From the **Edit** menu in the word-processing program, select **Paste**. The text from your chat log will appear in your new document.
8. From the **File** menu, select **Save**. Give the document an appropriate file name, and save it in an appropriate location.

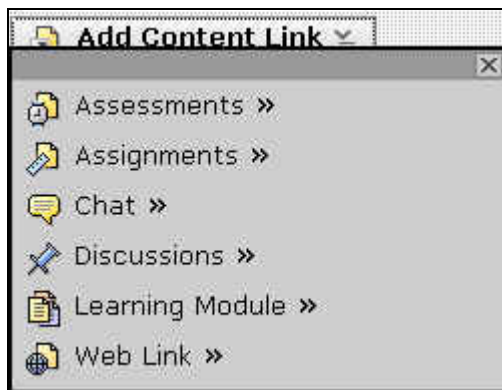
Creating Links to Rooms

You can easily add a link to a chat or whiteboard room to any **Folder** or **Learning Module** from either the:

- **Folder** or **Learning Module**
- **Chat** tool.

From a Folder or Content Module

1. Click the **Build** tab, and navigate to the **Folder** or **Learning Module** where you want to add a link.
2. Click **Add Content Link**.
3. Select **Chat** from the menu.



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- From the expanded menu select the room.
You can select more than one item if you click **CTRL+click** (**CMD+click** on a Mac) each item.

*Note: If you need to create a new room that is not in the list, click **Create Chat Whiteboard Room**. You can then follow the steps in the previous section of this document, titled 'Creating Chat or Whiteboard Rooms'.*


- Click **Add Selected**.



From the Chat Tool

- Click the **Build** tab, and then the **Chat** button or icon.
- From the main **Chat** page, select the check box next to a room. You can mark more than one room.
- Select a folder or learning module from the **Create Link on** list.



- Click **Go**  next to the list. A message at the top of the page confirms the rooms that were added to that **Folder** or **Learning Module**.

Deleting Rooms

1. Click the **Teach** tab, and then the **Chat** button or icon from the **Course Tools** menu.
2. From the main **Chat** page, click the **ActionLinks** button next to the name of the room to remove, and then select **Delete**.
3. When the warning message appears, click **OK** to delete the room.