

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.