

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.

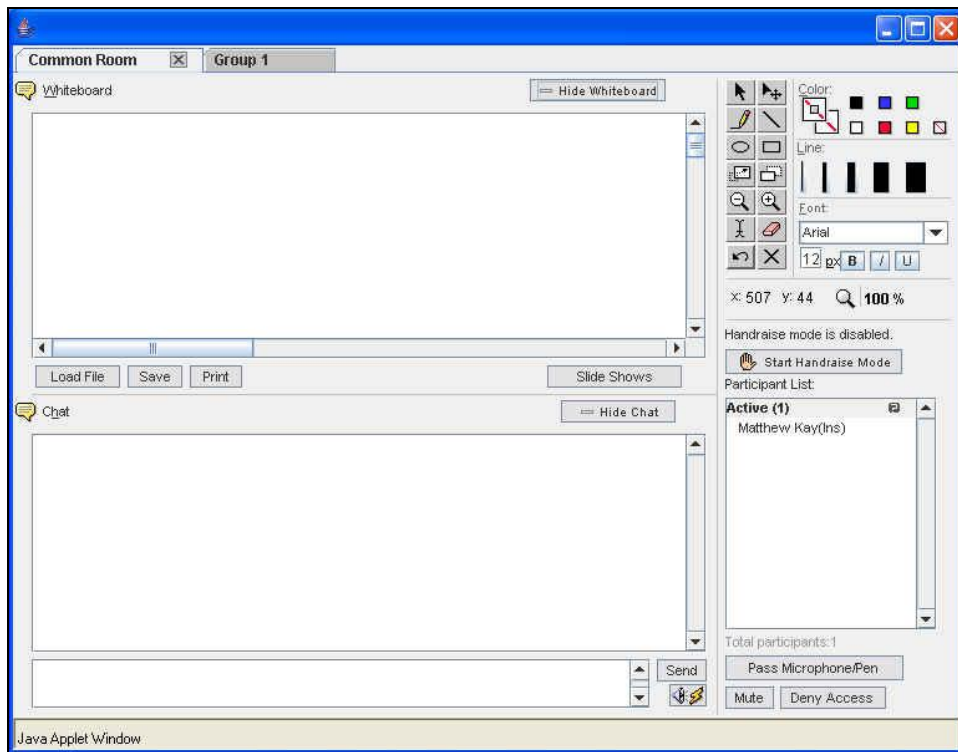
Accessing Chat

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.



- 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 |

| | |
|---|--|
| | 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

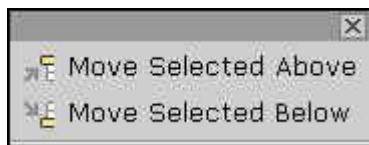
7. In the **Enable logging** section, clear (uncheck) the check box if you DO NOT want to maintain a chat room log. By default, the system keeps a log of activity in this chat room. *Note: Private chat messages are NOT logged.*



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.