



Chat tool fact sheet

The **Chat Tool** allows users to post messages about a topic – but everybody needs to be logged in at the same time. This is called synchronous communication. It is “live” communication that takes place in real time. Students can share information and benefit from each other’s opinions and input.



Ideas!!

The **Chat Tool** can be used to:

- facilitate debate, collaboration and dialogue;
- encourage students to brainstorm and share ideas;
- consult with the lecturer/student assistant, especially before tests or exams;
- discuss topics of interest with experts in the field;
- discuss group work among students.

Create a Chat room

1. Click on **Chat** from either the Build or Teach tab.
2. Click on **Create Chat or Whiteboard Room**.
3. Enter a **Title** (Description is optional)
4. Click on the **Show Item** radio button if you want this Chat to be visible to the students.
5. Set the **Maximum users** for this Chat.
6. Select the **Type** of Chat:
 - Chat and Whiteboard
 - Chat only
 - Whiteboard only
7. **More Options** can be selected.
When you check the private messages option – you and students will be able to send private messages when the chat session is on.
When you check the alias option – everybody can insert another name for themselves.

More Options (Expand this area to see more options.)

User Permissions

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

Enable logging

- Maintain Chat room log

* Required field

8. Click on **Save**.



REMEMBER

This is a **synchronous** communication tool – everybody should be logged on simultaneously! The Discussion tool can be used for **asynchronous** communication.

Different **Chat rooms** can be set up to discuss different **topics**

Chat Rooms can be used by students to communicate about **group assignments**

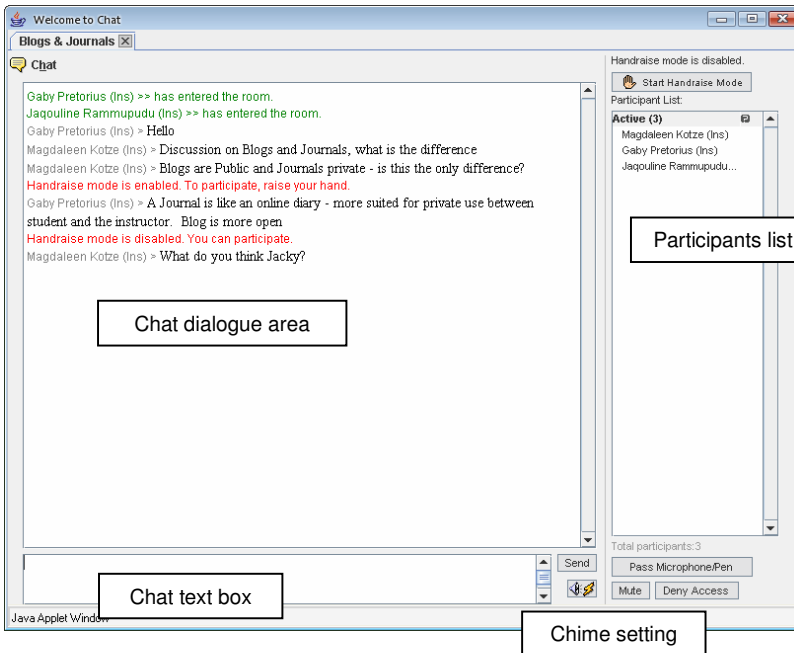


ACCESS THE CHAT LOG

On the **Teach tab**, select **Chat**, then the applicable Chat room. Click on the Action links next to the Chat room. On the menu choose the option: “View Log”.

When you right click on this page you can choose to print the log to PDF (you must have CutePDF/Adobe writer), and provide this to your students.

Using the Chat Tool

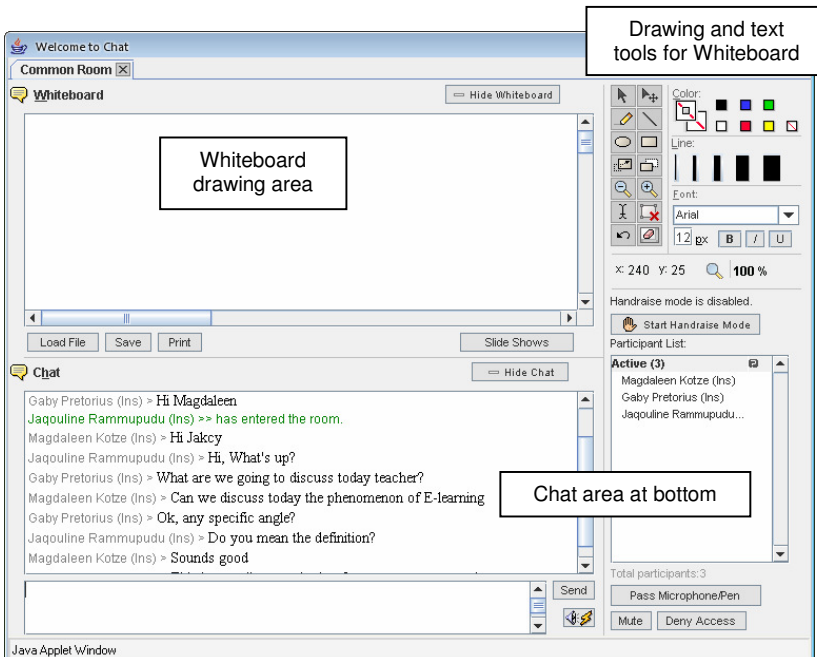


1. To access the Chat Tool click on **Chat** in the left hand **Course Tool** menu
2. Select the appropriate Chat room. A loading screen will display. Please be patient.



The Java installation must be correct on your computer for the Chat tool to work.

3. To enter a message, place the cursor in the chat text area at the bottom of the screen and type your message – press Enter or click Send to send the message
4. A list of all logged on participants is displayed on the right
5. The Whiteboard can be used with the Chat Tool:



REMEMBER

- One can send **Private Chat Messages** to individual participants (dependant on settings).
- If a **URL** is sent as a message to participants it will be an **active link** and participants can click on it to access the web site.
- A **chime** can be set to indicate when a new participant enters the chat room.
- The **handraise** mode can be used to control student participation in the chat room.
- Students can be **denied access** to a chat room and will only be able to participate once access is **granted** again.