Chat
Quick Start

The Chat tool allows instantaneous communication. You can hold group meetings, brainstorm ideas, and chat as a group.

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Using chat rooms

Entering a chat

Chat rooms are grouped as General Chats or Personal Chats. You can access General Chats only from the appropriate course. You can access Personal Chats from anywhere in the Learning Environment.

1. Access the Chat tool by clicking the Chat link on your course navigation bar.
2. Select the chat you want to join from your list of chats.

Changing your chat alias

You can change your alias in the chat and its appearance in the Participants pane and chat messages.

1. Click the Chat Settings on the Chat List page, or in a chat.
2. Change the settings you want:
   - Type a new alias in the Alias field.
   - Select the checkboxes for Bold or Italics.
   - Click the drop-down menu for Alias Color.
3. Click Save.

Seeing who else is chatting

The Participants pane displays a list of users currently signed in to a chat room.
Adding a message

Type a message in the text box at the bottom of the chat room, and click Send.

Changing the display of messages

To change the order messages appear in, and whether only new messages display in your Chat window, click Chat Settings.

Refreshing your chat window

If you think new messages are not appearing on your screen fast enough:

Click Refresh icon at the top of the chat.

Printing a chat session

1 Click Print Chat, and print using your browser’s print functionality.
2 Click Close when you are done.

Creating chat rooms

You can create personal chats to talk with peers or other friends at your organization.

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.

Note Depending on the permissions you may not be able to create personal chats.

1 Click Chat in the navbar in any org unit.
2 Click New Chat on the top tool bar.
3 Enter a Title for the chat.
4 If you want, you can enter a Description of the chat.

Tip 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.

5 Click Create.
After you create the chat you return to the Chat List page to add users.

**Adding users**

1. On the Chat list page, click the View Members icon.
2. Click Add Members and select people from the list in the pop-up. You can also select users from different course offerings using the Select Different Course link.
3. Select the checkbox beside the name of users you want to add.
4. Click Add.
5. If you want to add a personal contact, click Add Personal Contact.

**Removing users**

1. On the Chat Member page, select the checkbox beside the users you want to remove.
2. Click the Delete icon at the top or bottom of the list.

**Editing chat rooms**

You can edit the title and description of chats you create.

1. On the Chat list page, click the Edit icon beside the chat you want to modify.
2. Change the title and/or description.
3. Click Save.

**Deleting a chat room**

1. Click the Chat link in the navbar.
2. Click the Delete Chat icon to the right of the chat.
3. Click OK in the confirmation message.