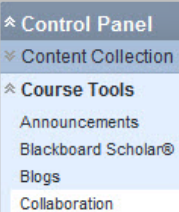



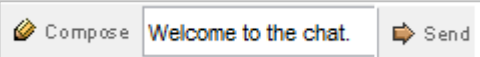

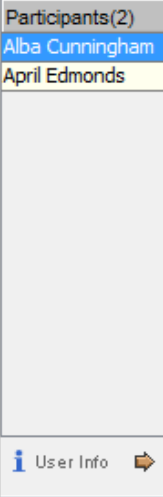
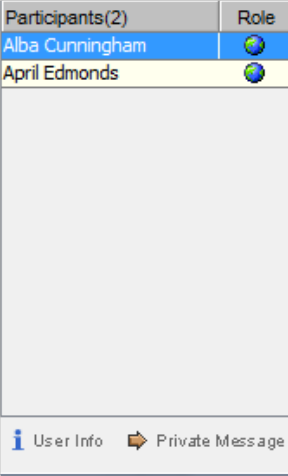


Create and Manage Chat

Chat allows the Course Members to interact with each other using a text-based messaging tool. Chat is part of the Virtual Classroom. It can also be accessed separately.

Create Chat

<p>Step 1</p>	<p>In the Course Tools area of the Control Panel, click Collaboration.</p>	
<p>Step 2</p> <p>To enter a previously created chat, click on the Session Name.</p> <p>To create a new chat, click Create Collaboration Session and complete the fields as appropriate:</p> <p>Session Name: Enter a name for the chat session.</p> <p>Select Dates of Availability: A Start and End date and time can be set but is not required. If these are not selected then the session is always open and available for users.</p> <p>Click the Start After check box to choose a date and time to begin the Chat.</p> <p>Click the End After check box to choose when the session will end.</p> <p>Available: Select the Yes option to make it available to users.</p> <p>Choose Tool for this Session: Select Chat.</p> <p>Click Submit.</p>		

Manage Chat		
Step 1	To enter a message for others to read, type the message in the Compose field. Click Send or press Enter. The message will appear in the chat area. There is a 1000 character limit for chat messages.	
Step 2	To become an Active user, click the hand symbol. A hand appears next to the Username. The Session Administrator clicks on the hand to make the user Active.	
Step 3	To view user information, Select a Username in the Participant list and then click User Info . A pop-up window displays personal information about the selected user such as name, email address, and any other information the user has chosen to add to their profile.	
Step 4	To send a private message to a user, select a Username in the Participant list and then click Private Message . Users can send private messages to each other if the Session Administrator enables this tool in the Session Controls. Private messages are not recorded.	
Step 5	To end the chat session, click End .	