

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

### Sections

Using chat rooms

Creating chat rooms

## 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.