Chat

Chat allows students and instructors to have real-time conversations with others in the course. There are four general-purpose chat rooms and one general forum for the course. There is also a general chat room for all courses, which is a room shared by everybody from all courses on the same server. Conversations in the four general-purpose rooms are recorded. Only your instructor can see the records.

Entering a chat room

1. From the Chat screen, click the room that you would like to enter. The Chat window appears. It contains three main areas:
   - The Output Interaction Box displays all messages sent and received.
   - The Users Logged On box shows the users presently in the room.
   - The Enter your message below text box where you type your messages.
2. You may either
   - send a message to everyone in the room
   - send a private message to someone in the room
   - activate the entry chime
   - close Chat. Click Quit.

Sending a message to everyone in the room

1. From the Chat screen, click the room that you would like to enter. The Chat window appears.
2. In the Enter your message below text box, type your message.
3. To send the message, press ENTER. Your message appears in the Output Interaction Box.

Sending a private message to someone in the room

1. From the Chat screen, click the room that you would like to enter. The Chat window appears.
2. Under Users Logged On, select the recipient of the message. To select more than one recipient, hold the CTRL key while selecting the names.
3. In the Enter your message below text box, type your message.
4. To send the message, press ENTER. Your message appears in the Output Interaction Box of the selected recipient(s).

**Activating the entry chime**

1. From the Chat screen, click any chat room. The Chat window appears.

Select Entry Chime. The chime sounds whenever a new person enters any chat room. You will hear the chime both in Chat and when you are working elsewhere in your course.