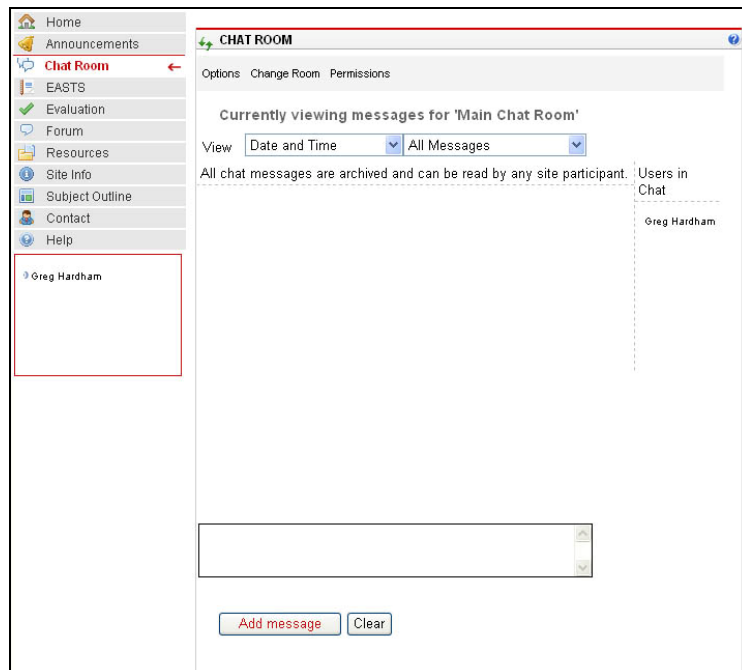




## Chat Room

The Chat Room tool allows real-time, unstructured conversations among site participants who are signed on to the site at the same time. Instructors can create an “Online Office Hours” chat room to answer student questions. Student groups can use Chat as a space to have conversations across distances, or if permissions allow, to catch up with conversations they may have missed.

When you choose the Chat Room tool you will enter the default Chat Room specified by the site owner. It will look something like this:



The Chat Room tool alerts users to the other participants who are also logged into the site and the chat room, so that users know who is available to talk. The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants. However, the site owner can remove read access for a particular role, and thereby for all participants with that role, by modifying the Chat Room permissions.

## Reading Chat Room messages

**Step 1:** Click '**Chat Room**' in the left side menu bar

Posted messages appear in chronological order, with the most recent at the bottom. Messages always identify the sender.

To see who is presently in the Chat Room, look under *Users in Chat* on the right side of the screen.

**Step 2:** To see the date or time messages were posted, select the appropriate option from the *View* drop-down list. Choices are:

- **Time Only**
- **Date and Time**
- **Date Only**
- **Neither Date or Time**

**Step 3:** Options for the number of messages to be viewed are set by the site owner. If you have the full options available, you will be able to choose between:

- **All messages**
- **Last 10 messages**
- **Past 3 days**
- **Show no message history**

## Posting a message in Chat

**Step 1:** Click '**Chat Room**' in the menu bar.

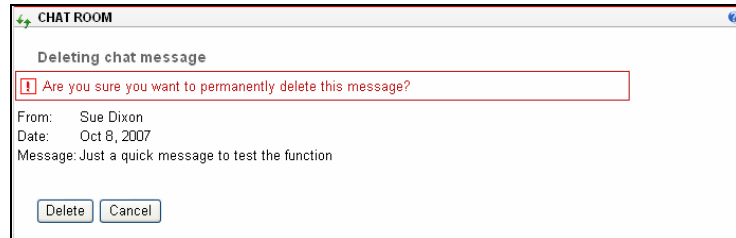
**Step 2:** In the text box at the bottom of the window, type your message. Then click '**Add message**'

**Step 3:** To discard a message that you haven't sent yet, click '**Clear**'

The default permission settings allow a message to be removed by the person who wrote it or by someone with a Subject Coordinator or Project Owner role.

## Deleting a Chat Room message

**Step 1:** Click the rubbish bin icon next to the posting (🗑️). A warning will ask whether you are sure you want to permanently delete the message.



**Note:** The absence of the rubbish bin icon means that you don't have permission to delete the message.

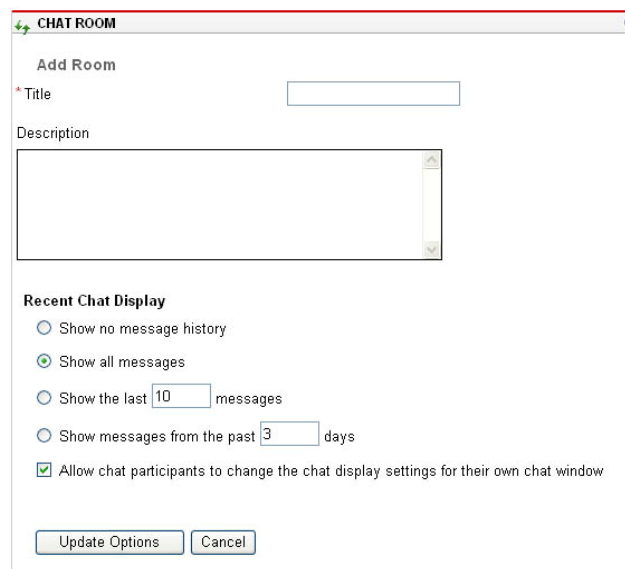
## Creating a new chat room

If you have sufficient permissions, you can use the Chat Room tool to add, edit, or delete chat rooms within a site. Also, you can choose which room loads by default when participants click Chat Room. You can create multiple chat rooms within a subject or project site. However, only one chat room can be displayed at a time.

**Step 1:** Click 'Chat Room' in the menu bar.

**Step 2:** Click 'Options'

**Step 3:** Select the 'Add room' option. The following screen will display and you can make your selections from the options listed



**Note:** If the option "Allow chat participants to change the chat display settings for their own chat window" is **not** ticked, chat users will only have the Recent Chat Display option that has been selected. If this option is "Show no message history", then chat users will appear to lose all messages once they leave a chat room. The messages can become visible, however, if the room is edited later by the site owner and another View option chosen.

**Step 4:** Select 'Update Options' and your new chat room will appear when you choose the 'Change Rooms' option on the main chat room screen.

# Changing permissions in a Chat Room

If you have an appropriate role in the site, you can change permissions for participants who access a chat room. To change permissions:

**Step 1:** Click 'Permissions' at the top of the Chat Room window.

**Step 2:** Select the appropriate boxes for the permissions you wish to grant. In a subject site the default permissions are:

Role	read	new	delete.any	delete.own	delete.channel	new.channel	revise.channel
Extended Access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

delete.own = able to delete one's own messages

new.channel / delete.channel / revise.channel = able to create / delete / edit a chat room

**Step 3:** Click 'Save' to make the change, or click 'Cancel' to return to the previous page without making a change.