

Chat

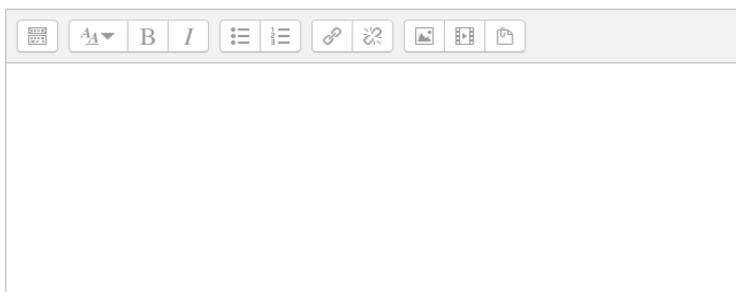
The chat activity module enables participants to have text-based, real-time synchronous discussions. The chat may be a one-time activity or it may be repeated at the same time each day or each week. Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs. Chat are especially useful when the group chatting is not able to meet face-to-face.

- **Step 1:** Turn editing on
- **Step 2:** + Add an activity or resource
- **Step 3:** Add Chat
- **Step 4:** Add Name of Chat
- **Step 5:** Add Description

▼ General

Name of this chat room*

Description*



A rich text editor toolbar with icons for text formatting (bold, italic, underline, text color, background color), lists (bulleted, numbered), links (insert, unlink), and media (image, video, gallery, link, unlink).

- **Step 6:** Select Chat sessions

▼ Chat sessions

Next chat time

9

December

2014

10

55



Repeat/publish session times

Don't publish any chat times

Save past sessions

Never delete messages

Everyone can view past sessions

No



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- **Next chat time:**

The day and hour of the next chat session. This will appear in the calendar so students know the schedule. If you don't want them in the chatroom, you can hide it or restrict access.

- **Repeat/publish sessions:**

There are four options for scheduling future chat sessions:

- **Don't publish any chat times**- there are no set times and students are welcome to chat at any time.
- **No repeats - publish the specified time only**- only the Next chat time will be published. This could be used to schedule special events or meetings or simply to help learners identify a common time in which they can expect to find other learners in the chat room.
- **At the same time every day**- Daily chats are useful for scheduling daily office hours or work sessions with learners.
- **At the same time every week**--This setting will schedule a chat for the same day and time every week, which could be useful for instance for meeting and reviewing key ideas and questions related to the week's content/assessment.

- **Save past chats:**

Choose from the dropdown how many days to save – or save everything by selecting *Never delete messages*. If you have any concerns about discussions that might take place in your chat room, you may want to keep transcripts to check the suitability of what is discussed. If your learners are using the chatroom to collaborate on a group project you won't want to delete the messages until the project is complete.

- **Everyone can view past sessions:**

Decide here whether or not allow everyone to view past chat sessions.

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- **Step 7:** Select Common module settings

These settings are collapsed by default.

- **Step 8:** Select Restrict Access/Activity Completion

These settings are collapsed by default. These settings are visible if Conditional activities and Activity completion have been enabled in the site and the course.

- **Step 9:**

Save and return to course

Save and display

Cancel

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