## Chat

Chat activity allows course participants, without being face-to-face and geographical constraints, to synchronously communicate/discuss in text in real time.

## A) Create a Chat activity

- 1) In course main page, press [Turn editing on] at top right corner
- 2) Press [+ Add an activity or resource] under a course section
- 3) Press the "Chat" box
- 4) Enter the chatroom name
- 5) Press "Chat sessions" category, then select the appropriate options:
- Next chat time the next Chat session's date and time
- Repeat/publish session times when will the Chat session(s) be scheduled
  - > Don't publish any chat times: create a chatroom that is always open to students
  - No repeats: create a one-time chatroom at the scheduled time
  - > At the same time every day: create a daily chatroom at the scheduled time
  - > At the same time every week: create a weekly chatroom at the scheduled time
- Save past sessions how long the past Chat sessions will be saved
- Everyone can view past sessions whether to allow students to view past Chat sessions
- 6) If necessary, modify its Common module, Restrict access and Activity completion settings
- 7) Press [Save and return to course]

## **B) Participate in Chat activity**

- 1) In course main page, press the name of the Chat activity
- 2) In Chat page, press "Click here to enter the chat now"
- At the bottom of the chatroom pop-up window, enter the message in the text field, then press [Send]

## Note:

After finishing a Chat session, you can press "View past chat sessions" in Chat page to view past Chat sessions.