

## 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”**
- 3) 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.