

Chats

The Chat tool enables you and your students to engage in real-time text-based discussions.

[Types of Chats](#) | [Accessing the Chat Tool](#) | [Participating in a Chat](#) | [Adding Members to a Personal Chat](#) | [Editing a Chat](#) | [Deleting a Chat](#)

Types of Chats

General (Course) Chats

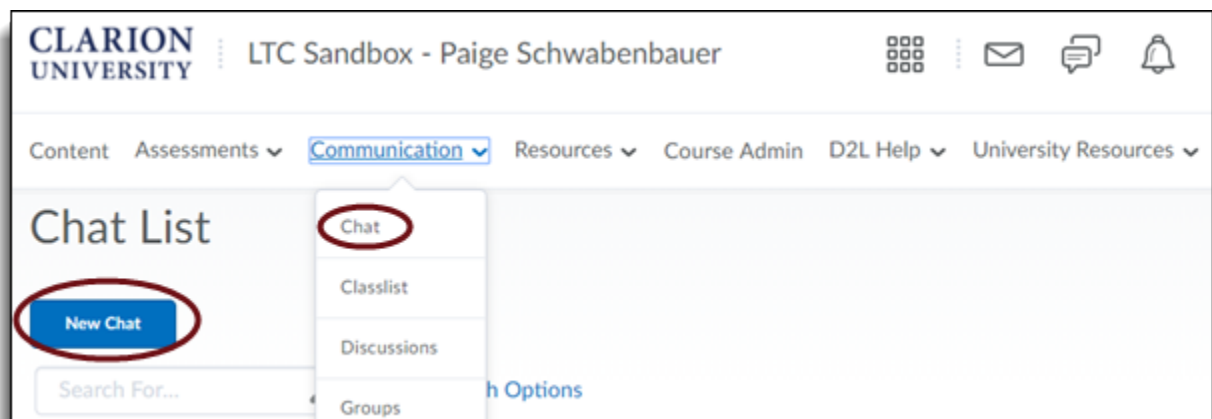
General chats are public conversations, visible to all users in that particular course.

Personal Chats

Personal chats are private conversations, visible only to the users you have added to that chat's participant list.

Accessing the Chat Tool

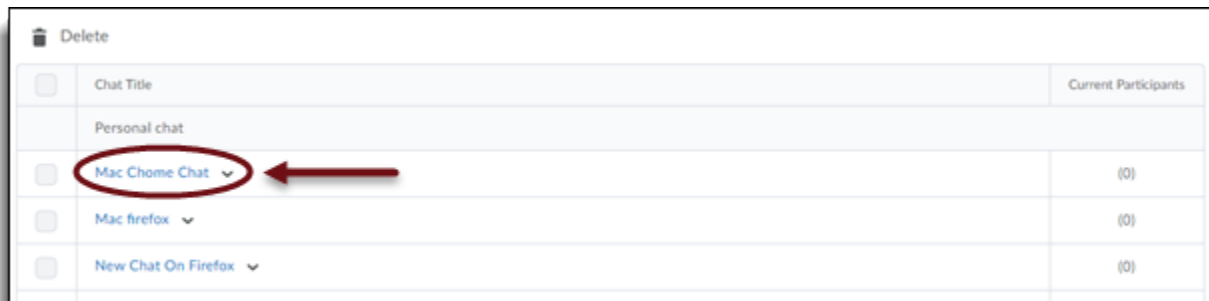
1. In the nav bar at the top of the page, click the Chat link under the drop-down menu in the Communication tab.
2. Select **New Chat**.



3. Enter the **Title** for your chat and select the **chat type (general or personal)**. Enter a description, if desired, then click **Create**. Your new chat will now appear on your Chat List page.

Participating in a Chat

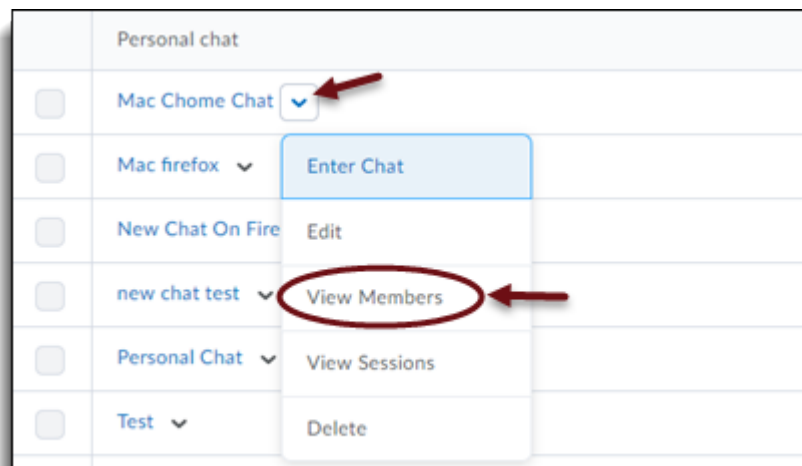
1. Select the chat in which you want to participate by clicking on the name of the chat (blue underlined) from the Chat List. The chat will launch in the window.



2. The list of participants in the chat appears in the pane on the left. The messages from participants appear in the pane on the right.
3. To participate, type your message in the field at the bottom of the chat, then click Send or press Enter on your keyboard.

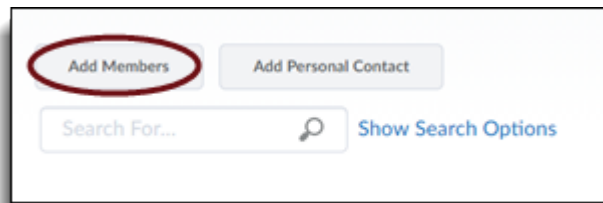
Adding Members to a Personal Chat

1. Click the **View Members** icon next to the Personal Chat to which you want to add members.

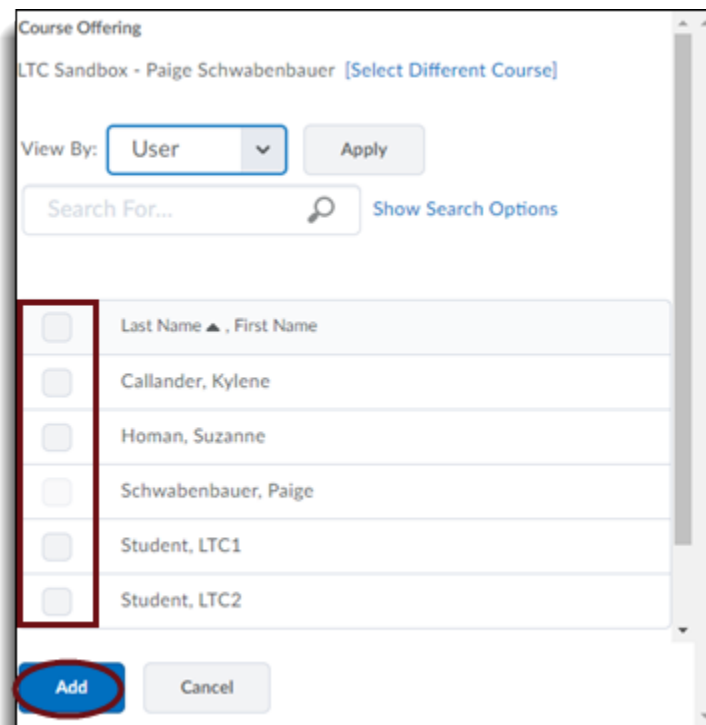


[Back to Top](#)

- The users who are already listed as participants in the chat will be displayed on this page. Click the **Add Members** button to add participants to the chat.



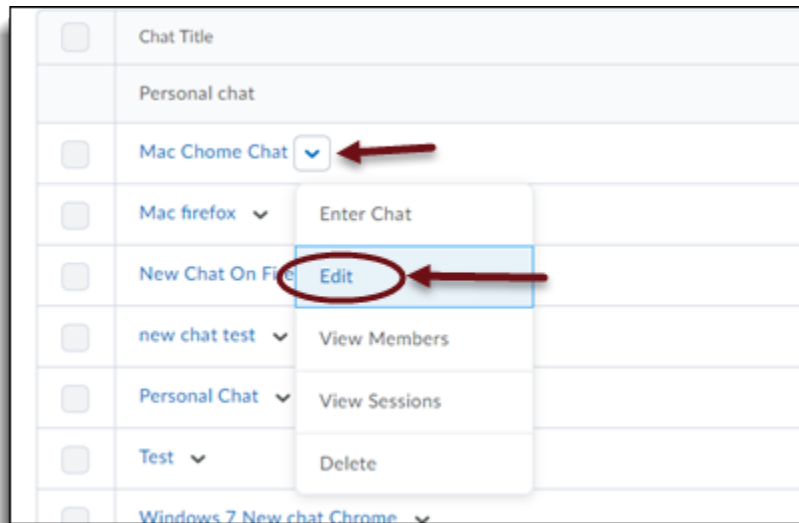
- A dialog box will appear. **Select the check-box (es)** next to the participant(s) that you wish to add to the chat, then click **Add**.



[Back to Top](#)

Editing a Chat

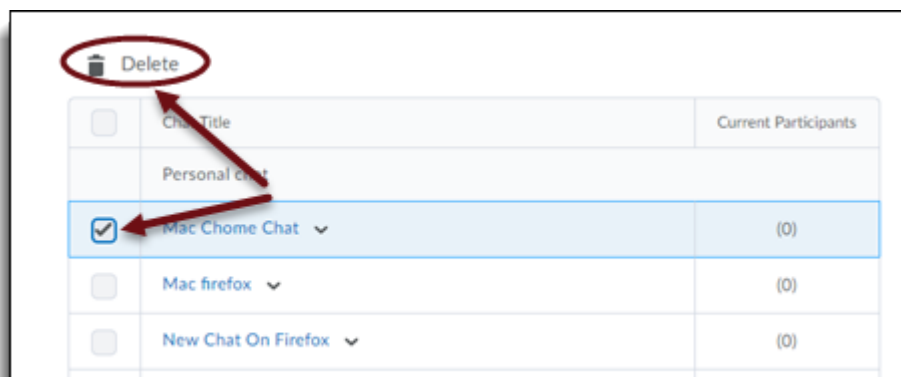
1. Click the **Edit** icon next to the chat item you want to edit.



2. You will be brought to a screen where you can edit the text in the Title and Description fields. Click the Save button when you are finished.

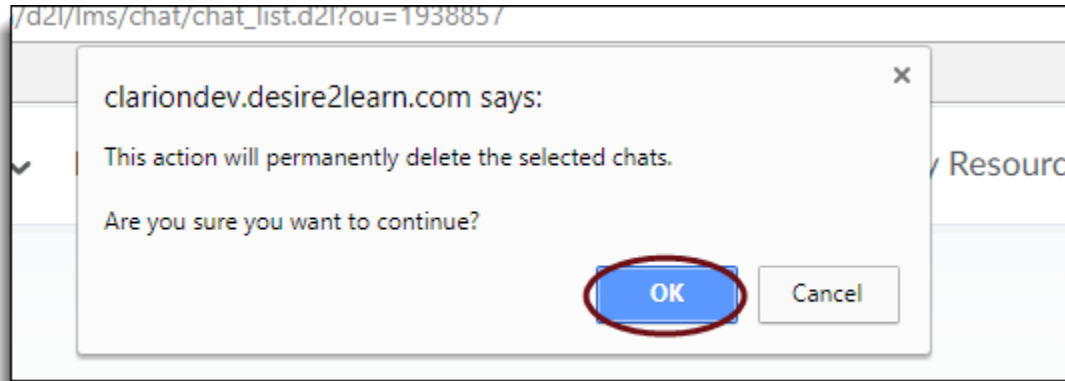
Deleting a Chat

1. Choose the chat(s) you want to delete by **selecting the check-box (es)** next to the chat title(s). Then click the **Delete (trash)** icon at the top or bottom of the chat list.



[Back to Top](#)

2. A dialog box will appear. Click Delete to confirm that you want to permanently remove the chat.



[Back to Top](#)