Chat Room

Chat is a tool for real-time, unstructured conversations with users who are signed on to the site at the same time. Common interest group coordinators (with appropriate permission) can easily create an "Online Office Hours" Chat Room for student questions and answers. Dispersed collaboration groups can use the room as a space to have conversations across distances or catch up with conversations they may have missed.

Key concepts

The Chat tool allows for more than one room to be created for specific kinds of chats using the Options feature.

Changes that a CIG coordinator makes to the Chat Room display also apply to how the Chat Room features appear to students:

Hide Date button:
1. Click the Hide Date button to hide the date next to each respondent's name.
2. Click again to show the date.

Hide Time button:
1. Click the Hide Time button to hide the time.
2. Click again to show the time.

Options button: This button includes options to choose how many messages will be displayed.

Things to consider

The Chat Room tool alerts users on the Chat Room page to the other participants who are also viewing that page. This way, users know who is available to talk.

By default, Chat messages are saved and visible to all users so that all site participants can benefit from clarifying conversations and questions and answers. By default, all Chat messages are shown for at least three days.

Figure 15: Chat Room Tool

<table>
<thead>
<tr>
<th>Chat Room: Chat</th>
<th>Hide Date</th>
<th>Hide Time</th>
<th>Show Past 3 Days</th>
<th>Options...</th>
<th>Permissions...</th>
</tr>
</thead>
</table>

Please note: All chat messages are archived and can be read by any site participant.

KCC Test 1 (Dec 13, 2005 3:56 pm): this is a test

KCC Test 2 (Dec 13, 2005 3:56 pm): "All chat messages are archived and can be read by any site participant." really??! wooooops...{
Participating in Chat

To use the Chat Room feature, follow these steps:

1. On the menubar, click Chat Room.
2. To see who is presently online with whom you can chat, look in the "Users in Chat" box on the right side of the screen.
3. Type your comment or response in the text box.
4. No one will be able to see your message until you click the Send button. Once you click Send, only users with special permission can delete your message.
5. If you would like to discard a chat message that you have not yet sent, click the Clear button.