**Chat Room**

Chat is a tool for real-time, unstructured conversations with other users who are signed on to the site at the same time. CIG coordinators can create an "Online Office Hours" by using the Chat Room for student questions and answers. Collaborative groups can use the room as a space to have conversations across distances or catch up with conversations group members may have missed.

The Chat tool allows for more than one room to be created for specific kinds of chats. 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 54: Chat Room Tool**

| KCC Test | (Dec 13, 2005 3:56 pm) | this is a test |
| KCC Test | (Dec 13, 2005 3:56 pm) | "All chat messages are archived and can be read by any site participant." really?? wooooops...({

To use the Chat Room, 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.