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### Overview

- Introduction
- Rooms
- Messages
- Private
- URL's




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### Introduction



This is the chat icon. Chat is sometimes used by instructors for real time collaboration on group projects and virtual office hours.

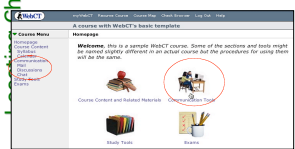
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Chat is typically in the "Communication Tools" section of the course, click to enter.

A screenshot of the WebCT interface showing a course navigation menu on the left. The menu includes items like "Home", "Course Home", "Course Content", "Tools", "Messages", "Private", "Rooms", and "Chat". The "Chat" item is circled in red. The main content area shows a "Welcome" message and icons for "Tools" and "Rooms", with the "Chat" icon also circled in red.


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To enter Chat, click on the icon.

A screenshot of the WebCT "Communication Tools" section. It shows icons for "Mail", "Discussions", and "Chat". The "Chat" icon, which is a red speech bubble, is highlighted with a red circle.

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Chat has a variety of rooms, typically the four top rooms are used for class chats.

To enter a chat room, click on a room.

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A room has three areas: Users Logged On, a text block for entering messages and a block for receiving messages.

To send a message click and type in the text block, click "Enter" or "return" on the keyboard to send.

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To send a private message click on the person name and enter a message.

Deselect the persons name by clicking on it again to continue to send messages to rest of group.

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Send a Web Site address by clicking on the "Send URL" button.

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Type in an appropriate web address and click the "Send" button.

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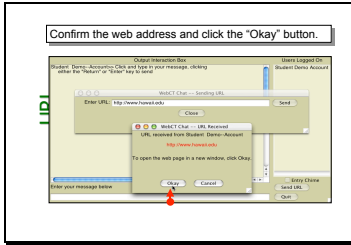
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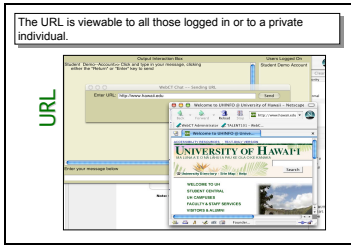
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**Refresher**

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- Introduction
- Rooms
- Messages
- Private
- URL




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