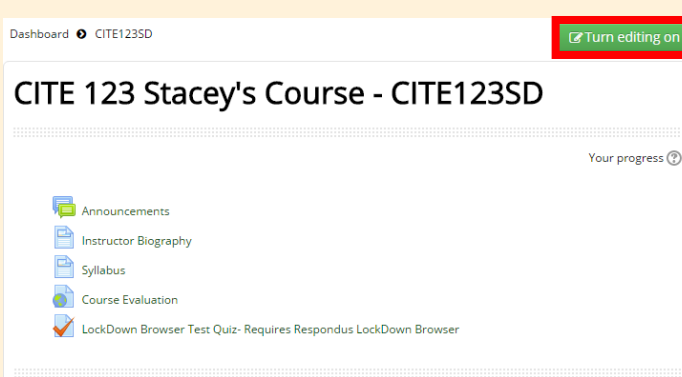


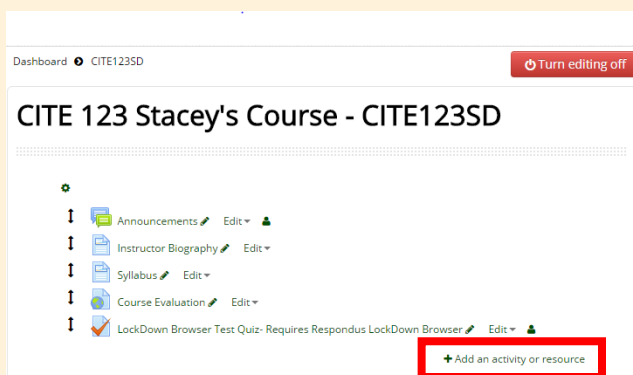


Use the Chat Activity

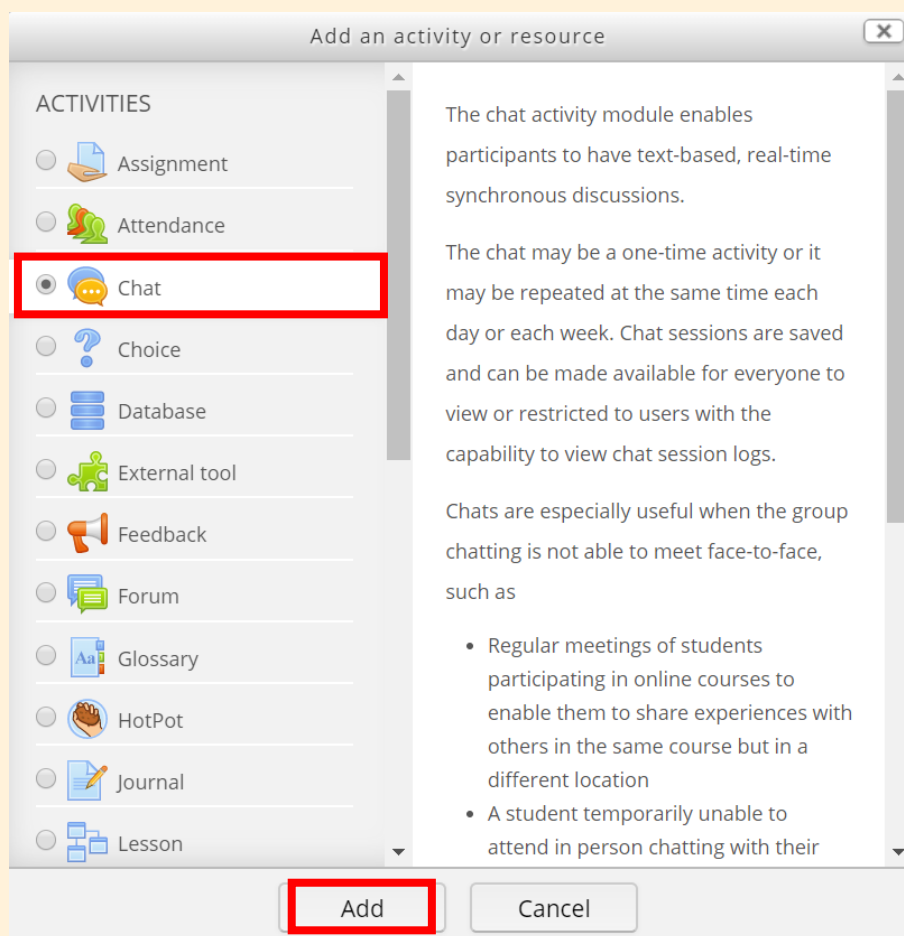
1. Log into EduCat and enter the class in which you wish to have the Chat. Use the button in the upper right corner to **Turn Editing On**.



2. Scroll to the section you want the link to display within and click **Add an activity or resource**



3. Choose **Chat** from the list. Then click **Add**.





Use the Chat Activity

4. You will then be required to enter a name for this chat room (This will show as the link students will click on to Chat, you may want to make it descriptive and/or include date for specific chat times). You can enter a description and decide if you want to display that (This could also be a good place for instructions).

Adding a new Chat to 2 November - 8 November

Expand all

General

Name of this chat room*

Description

Display description on course page

5. Choose desired settings for the Chat sessions:
- Next Chat time:** Enter start time and date for the chat
- Repeat/publish session times:** Your choices include options for publishing times and making the chat daily or weekly
- Save past sessions:** This allows you to choose how long sessions are saved (up to a year)
- Everyone can view past sessions:** Yes or No

Chat sessions

Next chat time: 20, November, 2017, 14, 40

Repeat/publish session times: Don't publish any chat times

Save past sessions: Never delete messages

Everyone can view past sessions: No

6. You can set common choices such as outcomes, group settings, restricted access, etc. When you have completed your choices click **Save and return to course**.

Outcomes

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course

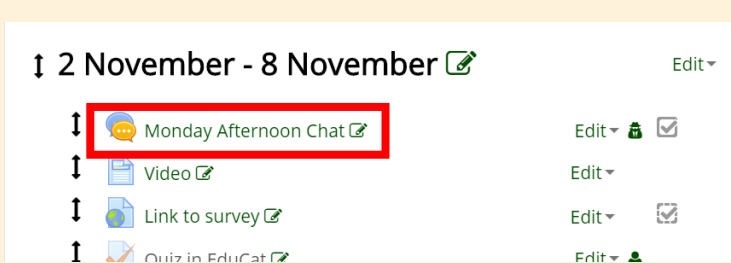
Save and display

Cancel

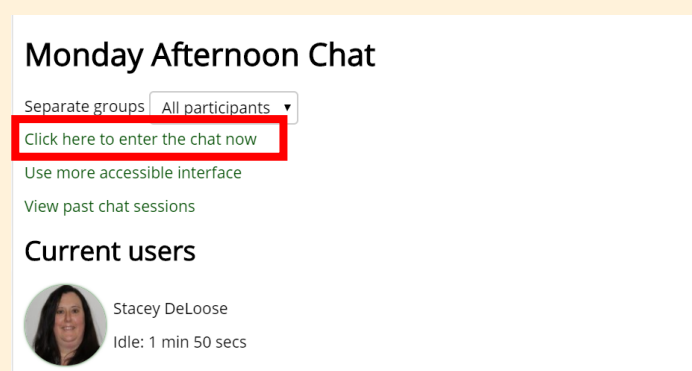


Use the Chat Activity

7. The name of your chat now displays as the link you and the students will click on to enter the chat.

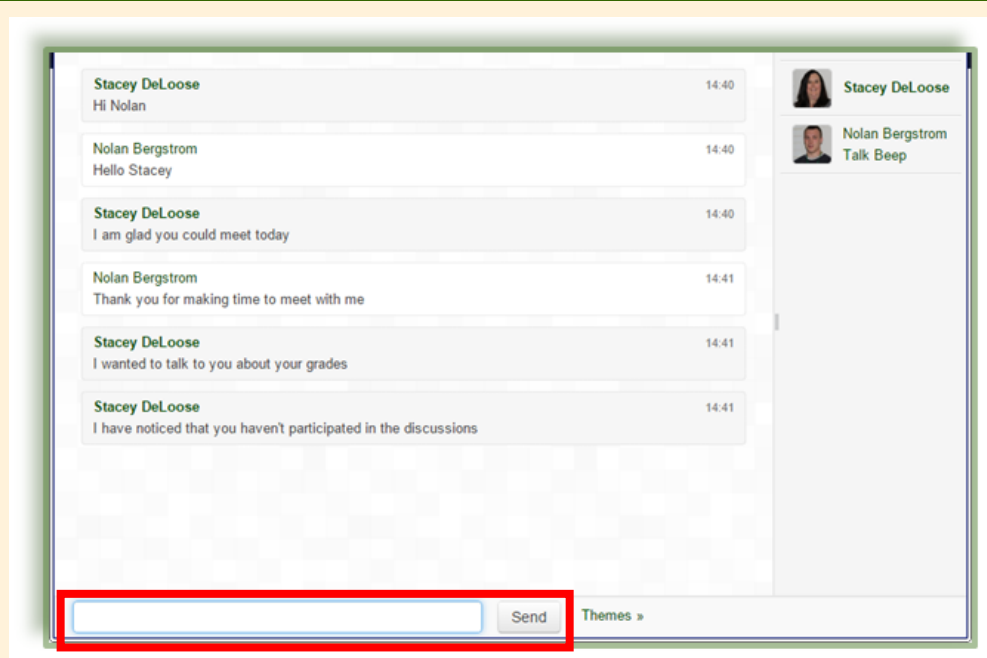


8. After clicking on the link, the option to use Groups, use an accessible interface, and if you have past chat sessions, a link to view those.



When you are ready to meet with your students, click on the link labeled **Click here to enter the chat now**.

9. The chat window will show the participants on the right, the message stream on the left, and allow you to type a message in the text box on the bottom left, then **Send**.



10. When you are done, simply click on the icon to close the window and the session will end.

