

WebCT 6.0 CHAT TOOL



The chat tool allows you to communicate in real time with other users in the course. You can use Chat to engage in conversation with all users or selected users. You can use the Chat tool's Whiteboard to draw objects, enter text, import images, and create slide shows that can be viewed in real time by other users.

A Chat and Whiteboard room, called the Common Room, is created by default. You have the option to create other Chat rooms, Whiteboard rooms, or combined Chat and Whiteboard rooms.

WebCT Complete Instructor Manual

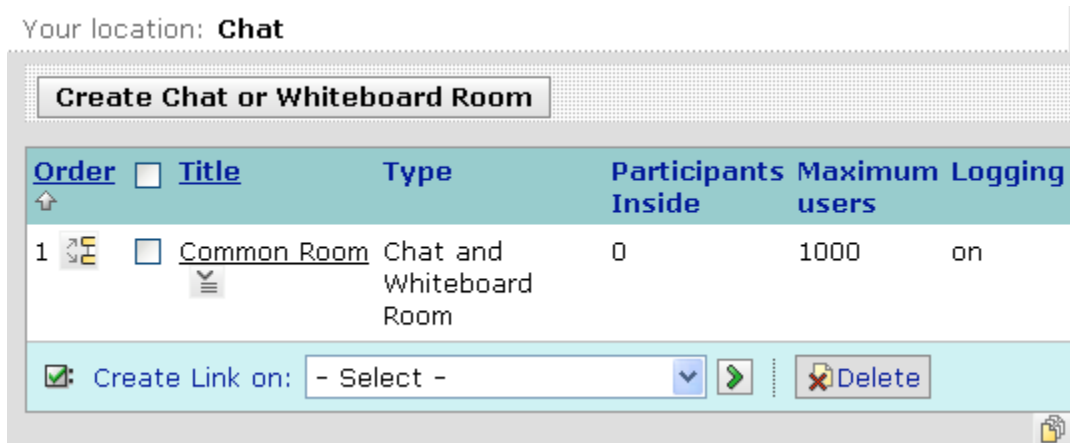
In-depth instruction for all of the key chat functions can be found online at: <http://ctl.mc.maricopa.edu>, click on WebCT 6.0 link at the left. The manual is over 800 pages long, so printing only the sections you need is recommended. Also, the manual in online form can be accessed from within WebCT from any of the links to Help.

Reasons for Using this Tool

There are many pedagogical reasons for using this tool including:

- Holding online office hours
- Conducting real-time exam review
- Conducting class presentation
- Interacting with guest speakers
- Providing space for student study groups and other student working groups
- Providing space for student presentations

Key Functions



A. Creating and Entering Rooms

- You can create a Chat room, a Whiteboard room, or a combined Chat and Whiteboard Room.
 - 1) From the Build Tab, click the link to Chat
 - 2) Click **Create Chat or Whiteboard Room**
 - 3) In the Title text box, enter a name for the room.
 - 4) In the Description text box, enter a description in Plain text or HTML format.
 - 5) Next to Item Visibility, select whether to Show Item or Hide Item.
 - 6) Enter the Maximum Users
 - 7) Select the Type of room
 - 8) Click More Options to set User Permissions
 - 9) Click Enable Logging if you want a log of each chat. *[Note: This log is only visible to instructors].*
 - 10) Click Save, Cancel, or Save and Create Another
- You can enter a created room from either the Build or Teach tab
 - 1) From the Build Tab, click the link to Chat, then click the Title of the room
 - 2) From the Teach Tab, click the link to Chat, then click the Title of the room
 - 3) To view properties and options for the created rooms, click the Action link next to the room Title

B. Viewing Chat Room Logs

- From the Teach Tab, you can view a record of chat messages sent by users in the room. The messages are organized by date and time.
 - 1) From the Chat screen, locate the room you would like to view a log for and click its Action link icon. A menu appears.
 - 2) Click "View Log". The Chat Room Log screen appears.
 - 3) If you want to print the log, use your browser's print function.
 - 4) If you want to clear the log, click "Clear Log".