Using the Toolbar in PLS
Across the top of every PLS course, is a gray bar called the Toolbar.

The toolbar contains many of the administrative functions of the course in relation to the course content located in Course Home and the Weekly Units.

Live Chat
Click on the Live tool to view the Chat room for your course.

There is a main chatroom for every course. Instructors can also create different chatrooms for different purposes or groups. You can also rename, edit, or delete an existing chatroom.

Add, Edit or Delete chatrooms:

To add chatrooms:

1. On the Tools menu, click Live. By default, the main Chat page displays.
2. Click Add Chatroom.
3. In the Name field, type a name for the room.
4. In the Description field, type a short description of what kind of discussion should take place in that room.
5. (Optional) Select the Private room check box if you do not want a chat log created for the new chatroom. By default, a chat log is created for every room.
6. In the Assign Room To drop-down list, select who can access the new chatroom. You can make the chatroom available to all class members or to specific groups you have defined within the course.
7. Click **Add Room**. If you have more rooms to create, click **Save & Add Another Room**.

**To edit or rename chatrooms:**

1. On the Tools menu, click **Live**. By default, the main Chat page displays.
2. In the **Edit** column, click 📋 for the chat you want to rename or edit.
3. Make your changes accordingly, and click **Save Changes**.

**To delete chatrooms:**

Remember, when you delete a chatroom, the logs for that room are no longer available.

1. On the Tools menu, click **Live**. By default, the main Chat page displays.
2. In the **Delete** column, click 🗑️ for the chat you want to delete. A confirmation message displays.
3. Click **Delete Room & Chat Logs**.

**Chat Logs**

Chat sessions are automatically saved in chat logs, which you and your students can view, save, and print.

**To view chat logs:**

1. On the Tools menu, click **Live**. By default, the main Chat page displays.
2. In the **Chat Logs** column, click 📋 beside the chatroom for which you would like to view a chat log.
3. Click a specific archive date to open the archive and see the chat log for that date.

**To print chat logs:**

1. On the Tools menu, click **Live**. By default, the main Chat page displays.
2. Open the Chat you want to print. Make sure the text information you want to print is visible on your page.
3. Click the **Print** button in your browser to print the page.

**To save chat logs:**

1. You can share interesting chat logs with students by copying the logs into a Microsoft Word document and attaching that document to an email message, or by posting it in the course.
2. On the Tools menu, click **Live**. By default, the main Chat page displays.
3. Open the Chat log.
4. Highlight the text you want to save.
5. Click **Ctrl + C** to copy the text to the clipboard.
6. Open a new document (a Microsoft Word document, for example) and click **Ctrl + V** to paste the contents of the clipboard into your new document.
7. Save the document.

**To delete chat logs:**
1. On the Tools menu, click Live. By default, the main Chat page displays.
2. In the Chat Logs column, click to view the chat logs.
3. In the Delete column, click beside the log you want to delete. A confirmation message displays.
4. Click Delete.

Participate in Chat
Chatrooms enable you to communicate with your students in real time meaning, you can communicate with other students because you are logged into the course and using Chat at the same time.

To open a chatroom:
1. On the Tools menu, click Live. By default, the main Chat page displays.
2. Click the chatroom you would like to participate in. A confirmation window opens.
3. Click to open the chatroom.
4. You can also use your keyboard to open a chatroom by pressing Alt + Enter. Once you have selected the chatroom you would like to participate in, click Alt + Enter on your keyboard and the chatroom opens.
5. Type your message in the text field at the bottom of the chatroom and press the Enter key. Your text appears in the chatroom.

To send a private chat message:
1. Open a chatroom.
2. From within the chatroom, double-click the name of the person you want to send a private message to. A small window opens.
3. In the window, type the private message text.
4. Press the Enter key. Your message is seen only by the recipient to whom you sent the message.

To add a link to a Web site in the chatroom:
1. Open a chatroom.
2. Before you add a link, ensure that:
   • **Web Touring** under the Options menu in the chatroom is on. Turning on Web Touring ensures that the Web page to the URL link you are sending opens for the recipient in a separate window.
   • **Pop-up Blocker** under the Tools menu in your Web browser is turned off. Turning off Pop-up Blocker ensures that the Web page to a URL link you send or receive opens.
3. Type the full URL address in the field at the bottom of the chatroom and press the Enter key. Your URL displays in the chatroom. The URL address must include http://www. for the recipient of the link to view the Web page.