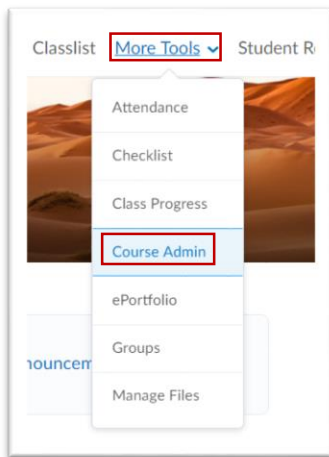


uiuLearn TUTORIAL

MORE TOOLS > CHAT

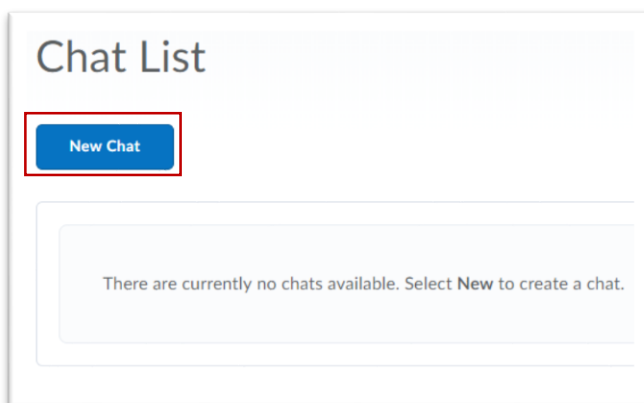
This tutorial covers how to create Chat sessions as well as how to use Chat in uiuLearn. Chat provides an opportunity for real time conversation with the students in your course. You will have access to records of each chat for later use if necessary.

STEP 1> Once in your course, click the dropdown arrow next to More Tools and select 'Course Admin'.

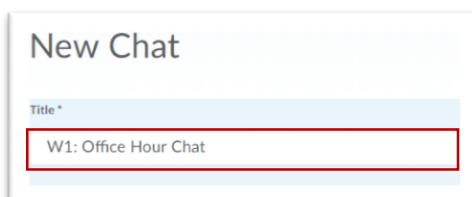


STEP 2> Click on the tool for 'Chat'.

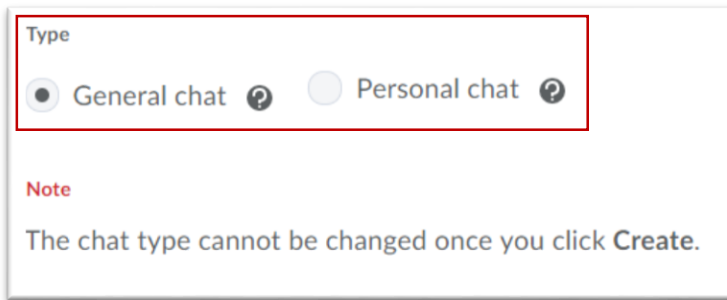
STEP 3> Click New Chat to create a new chat session. (Once you have had multiple chat sessions created, you will only need to click on the title of the chat in the list to access it.)



STEP 4> Enter a title for the chat (i.e. W1: Office Hour Chat).



STEP 5> Select the type of chat you wish to create.



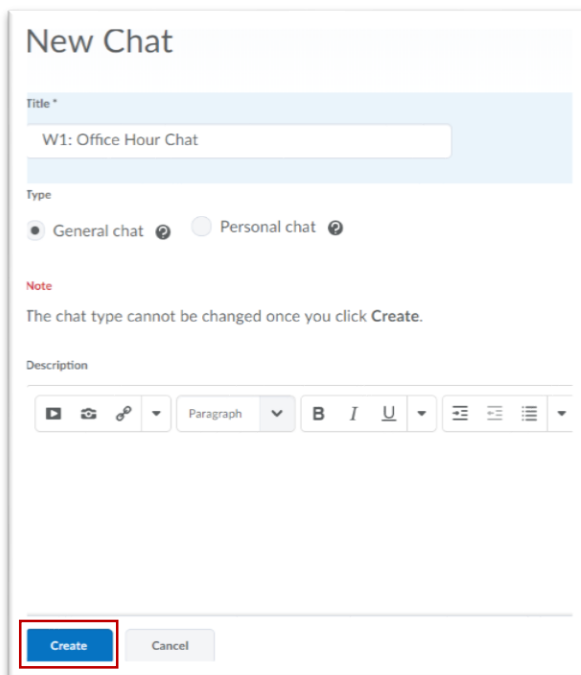
The screenshot shows a form titled "Type" with two radio button options: "General chat" and "Personal chat". Both options have a help icon to their right. The "General chat" option is selected. Below the options is a red "Note" that reads: "The chat type cannot be changed once you click Create."

General Chat is open to all members of the class.

Personal Chat is open only to individuals who you invite.

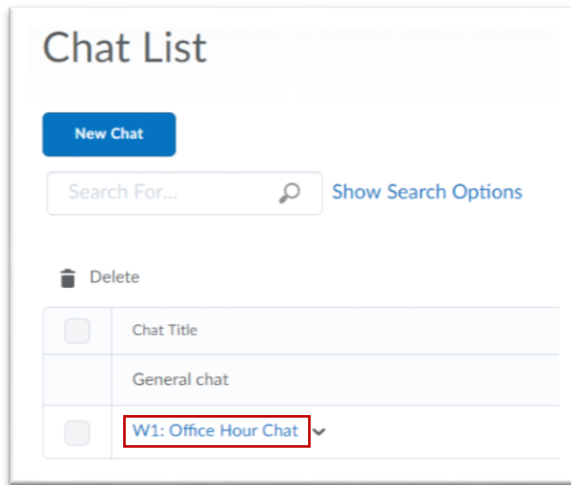
Note: Once you create a chat session of a certain type, you cannot change the type; but instead would need to create a new chat session.

STEP 6> You can enter a description of the chat but this is not required. The title can serve as the chat session identifier and is what individuals will click on to access the particular chat. Click Create.



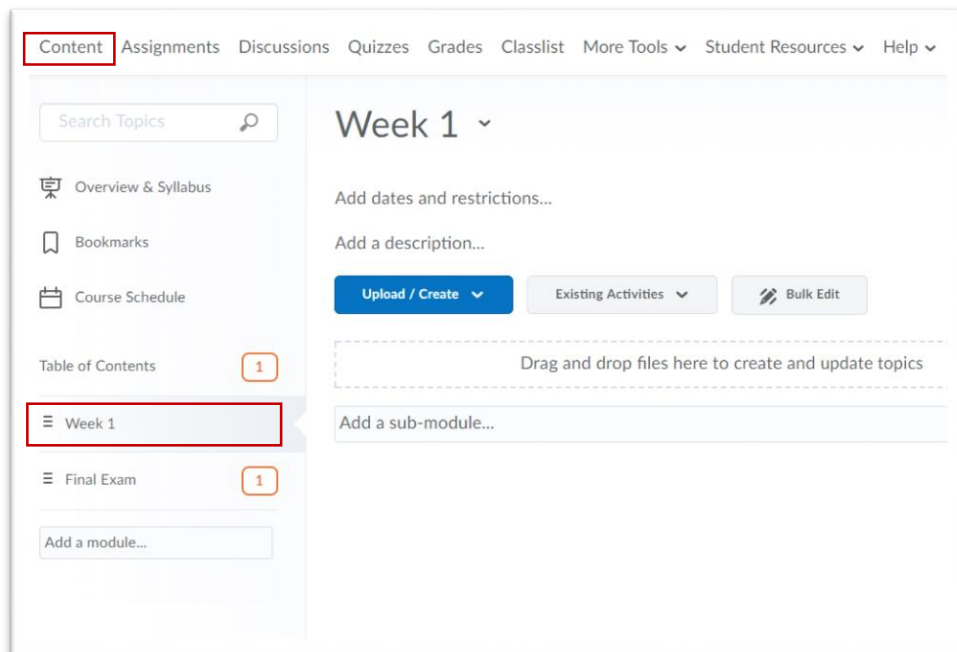
The screenshot shows the "New Chat" form. It has a "Title" field with the text "W1: Office Hour Chat". Below the title is the "Type" section with "General chat" selected. A red "Note" states: "The chat type cannot be changed once you click Create." Below the note is a "Description" field with a rich text editor toolbar. At the bottom, there are "Create" and "Cancel" buttons. The "Create" button is highlighted with a red box.

STEP 7> You will now see the chat under the General chat list, which you and your students can access.

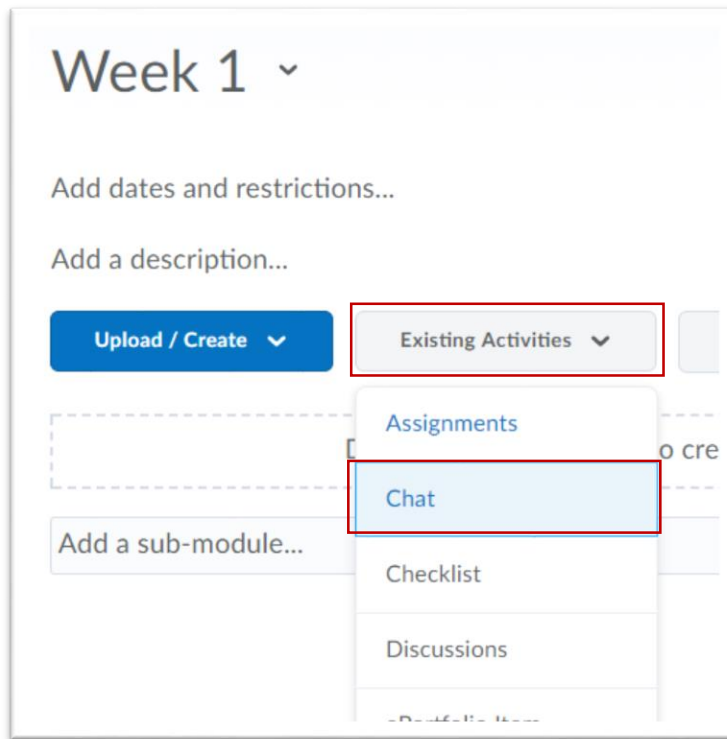


STEP 8> Next, you need to place a link to the Chat in your classroom. To do this, Go to the 'Content' tool.

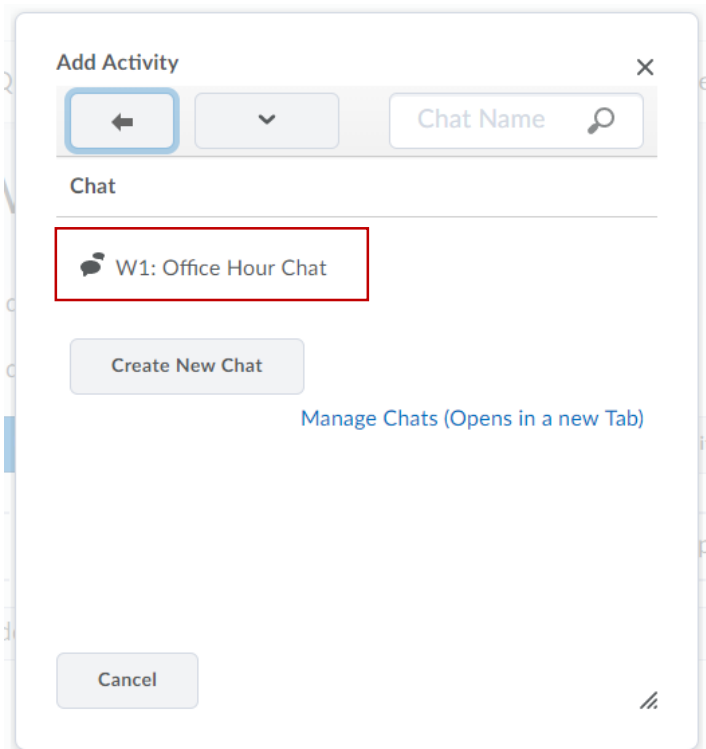
STEP 9> Navigate to the module you would like to place the Chat in. In this example, we will choose 'Week 1'



STEP 10> Click the 'Existing Activities' button and choose 'Chat'

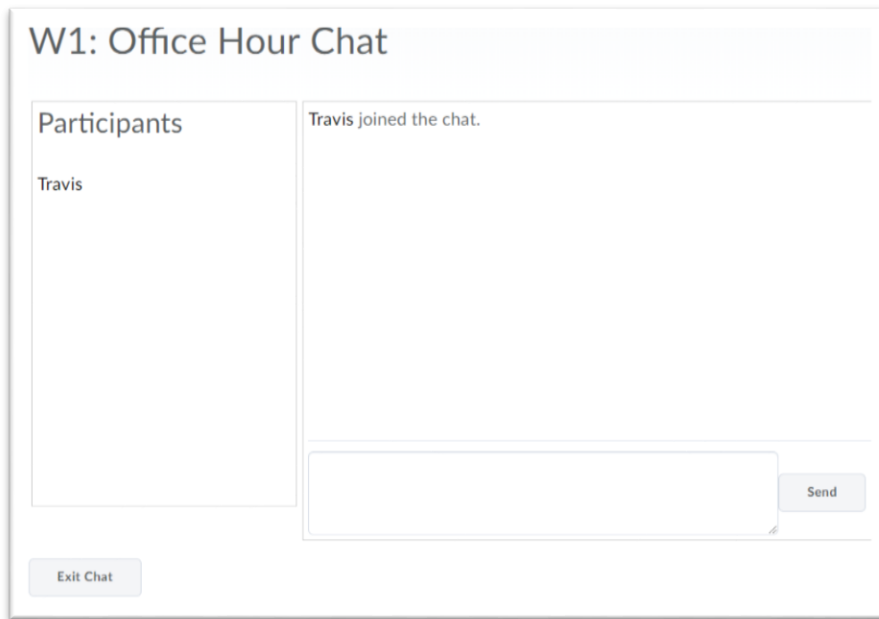


STEP 11> Select the Chat you created earlier. The Chat session is now available in the list to your students.



Tip: You may want to keep the chat in draft until the chat session time. Then, publish it.

STEP 12> When in Chat, there are two windows. The left side shows participants in the chat (In the example below, there is only one person in the chatroom). The right side shows participants as they enter and leave the chatroom, as well as text that is entered.



STEP 13> To participate in the session, place your cursor in the box at the bottom next to the Send and type your message. Your chat submission will appear in window on the right and be visible to other members in the chat only after you click Send.

STEP 14> To exit the chat click Exit Chat in the bottom left corner.

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