

Chat Room Tool

At the end of this tutorial, you will be able to answer the following questions:

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Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the Chat Room tool?

The Chat Room is a real-time, text-only chat tool within a site. The Chat Room tool can be used for synchronous, unstructured conversations among site participants who are logged into the site at the same time. Only participants enrolled in the same site may chat using the Chat Room.

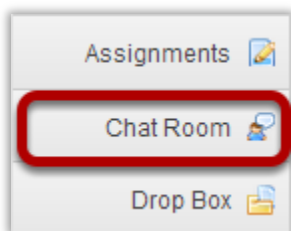
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members across distances.

The Chat Room tool alerts users to other participants who have entered the same chat room. This way, users know who is available to talk.

Site owners can specify how many chat messages are archived and for how long, or they can allow participants to configure their own archive settings.

The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants.

To access this tool, select Chat Room from the Tool Menu in your site.

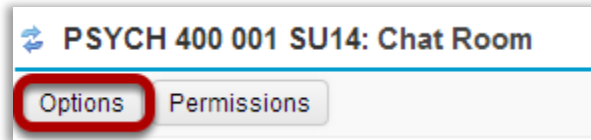


How do I add a chat room?

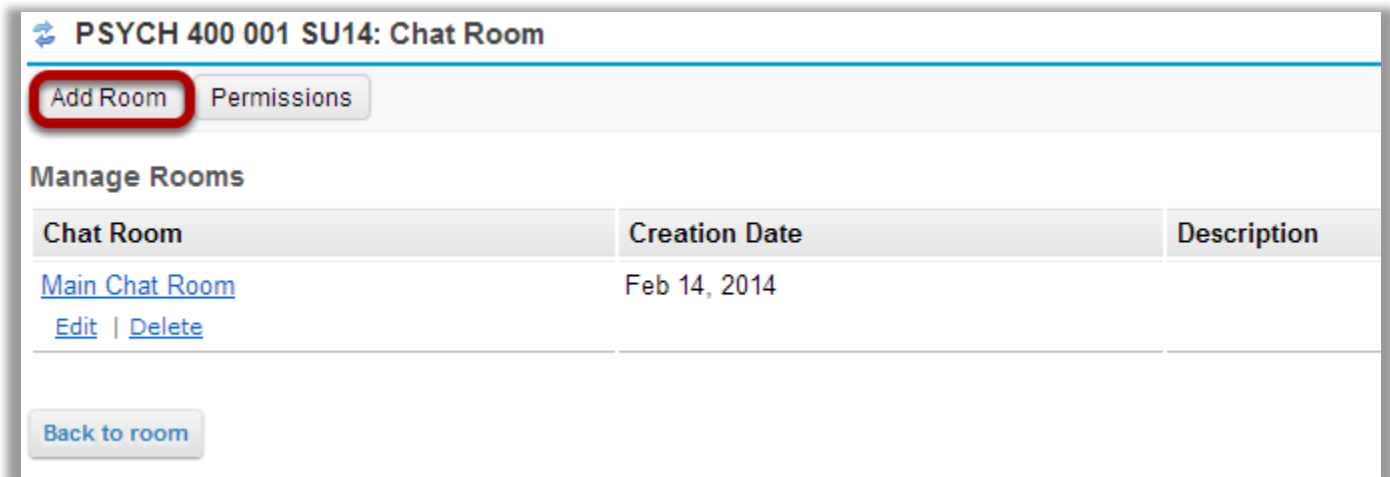
Go to Chat Room.

Select the **Chat Room** tool from the Tool Menu of your site.

Click on Options.



Click on Add Room.



Enter the room details.

Add Room

* Title 1

Description

The instructor will be online in the Chat Room on Mondays and Wednesdays from 3pm to 5pm for virtual office hours.

2

Recent Chat Display

Show no message history

Show all messages 3

Show the last messages

Show messages from the past days

4 Allow chat participants to change the chat display settings for their own chat window

Allowed Posting Dates

Users are allowed to post to the chatroom between the dates specified below. Leaving or setting a date blank indicates no date restriction (only the permissions would limit posting). The end date must be the same as or later than the start date.

5 Start (mm/dd/yy)

End (mm/dd/yy)

6

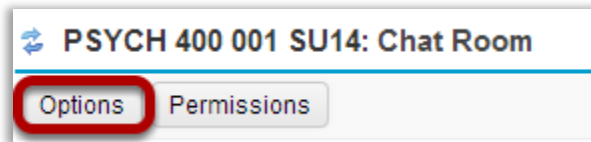
1. A title is required for the new room.
2. You may enter a description of the room if desired. (Optional)
3. Select the number of messages you would like to be displayed in the message history.
4. Check the box next to **Allow chat participants to change the chat display settings for their own chat window** if you would like to allow this ability. (Optional)
5. You may set a start and end date for the chat room. (Optional)
6. Click the **Update** button to save your details and add the room.

How do I delete a chat room?

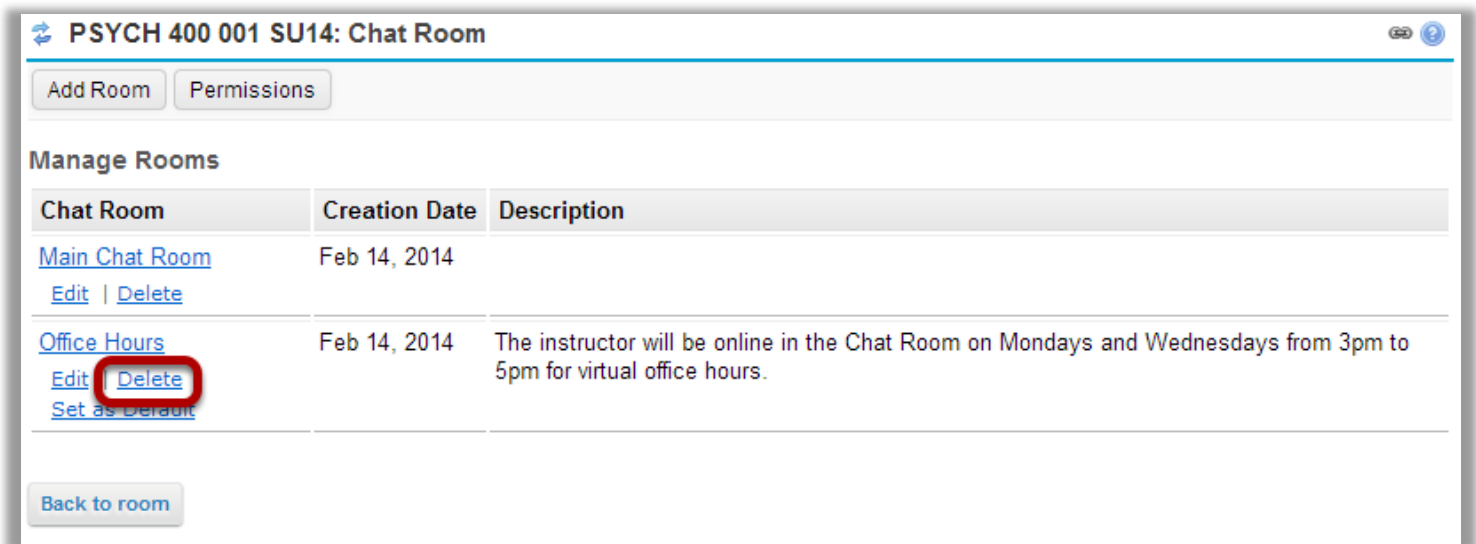
Go to Chat Room.

Select the **Chat Room** tool from the Tool Menu of your site.

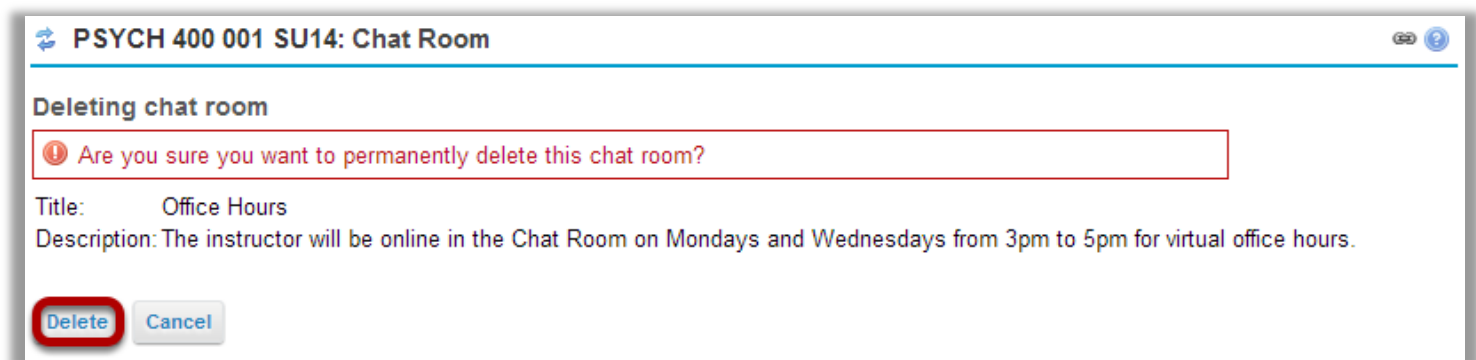
Click on Options.



Click the Delete link for the room you want to remove.



Confirm the deletion.



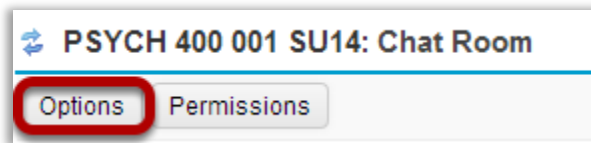
Click the **Delete** button to confirm the removal of the chat room.

How do I clear the chat history?

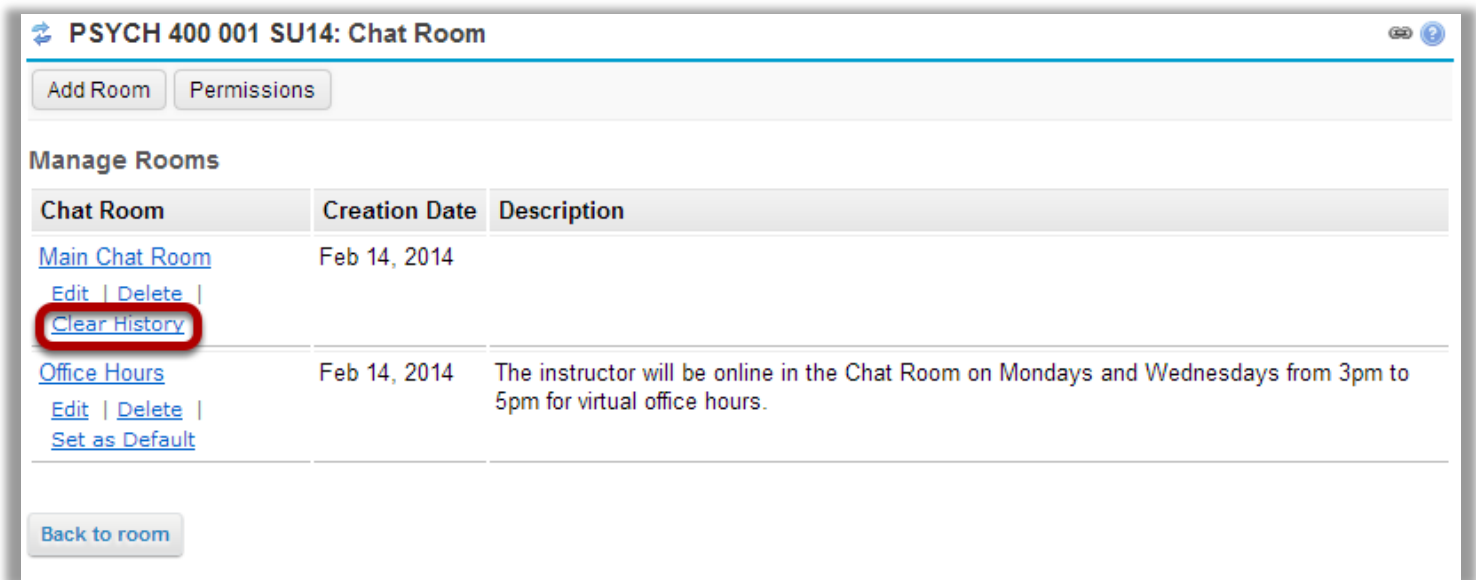
[Go to Chat Room.](#)

Select the **Chat Room** tool from the Tool Menu of your site.

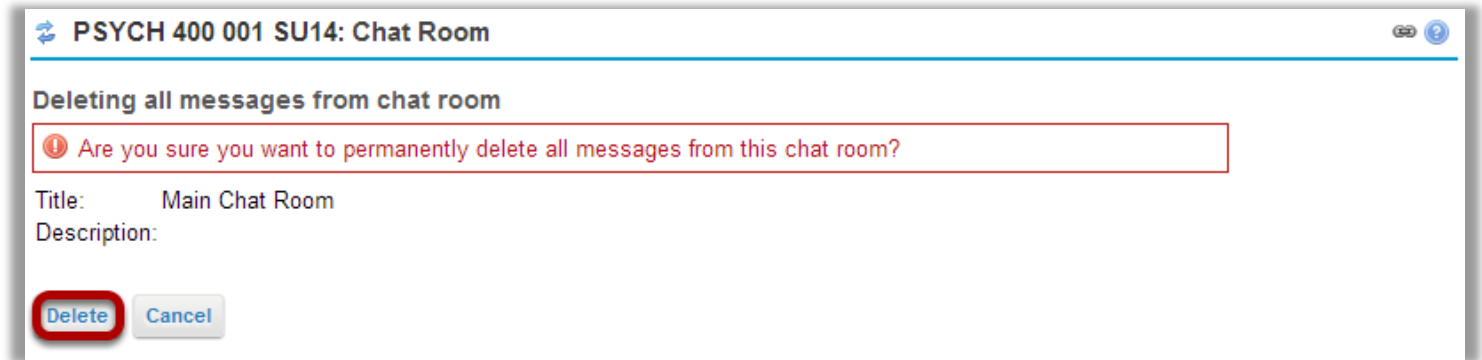
[Click on Options.](#)



[Click the Clear History link for the room you want to clear.](#)



Confirm the deletion.



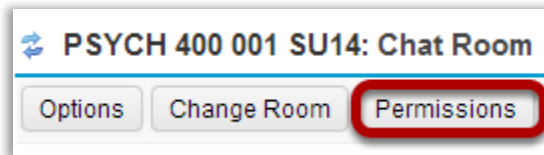
Click the **Delete** button to confirm the permanent removal of all chat messages from the room.

How do I change the Chat Room tool permissions?

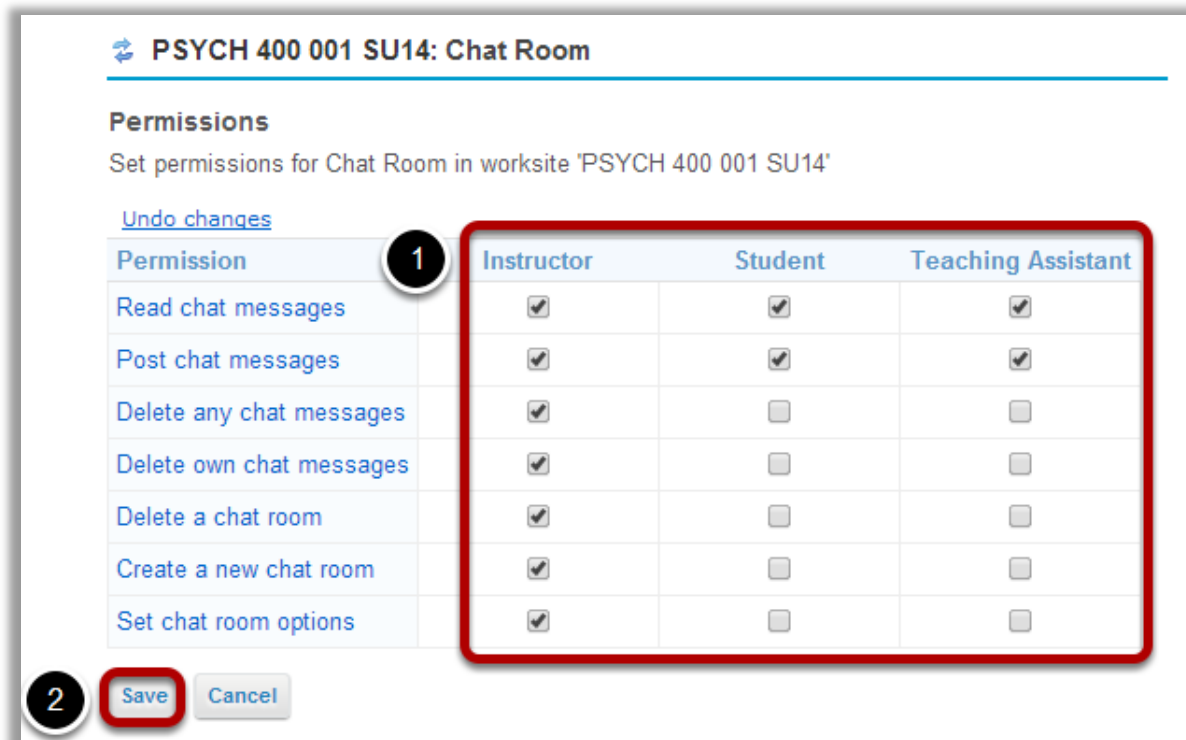
Go to Chat Room.

Select the **Chat Room** tool from the Tool Menu of your site.

Click Permissions.



Modify the permissions for the roles listed.



1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

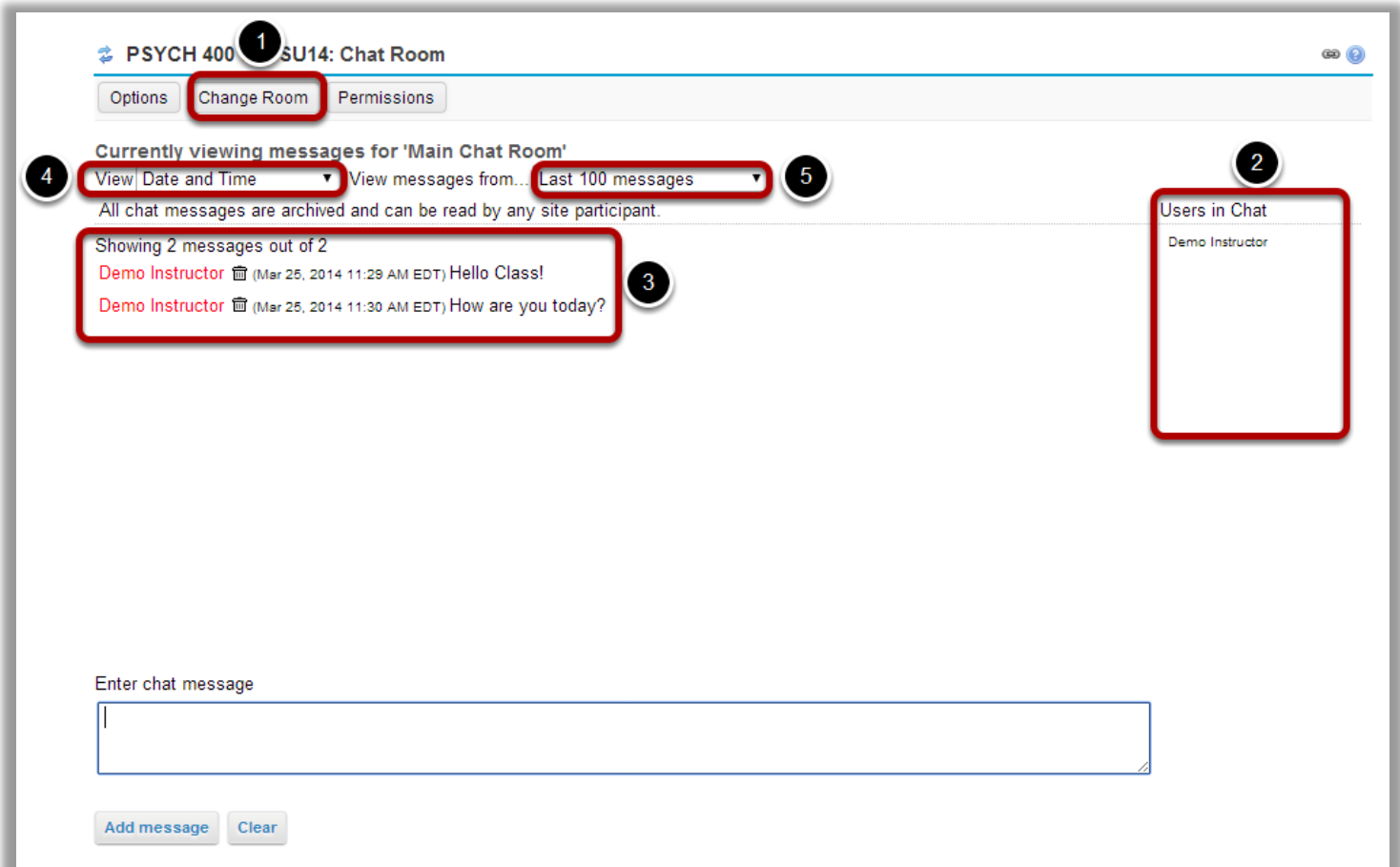
Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

How do I read, post, or delete Chat Room messages?

Go to Chat Room.

Select the **Chat Room** tool from the Tool Menu in your site.

To read Chat Room messages:



1. When you click **Chat Room**, you will enter the default room (as specified by the site leader). To change rooms, click **Change Room** at the top, and select the room you'd like to enter.
2. To see who is presently in the room, look under "Users in Chat" on the right side of the screen.
3. Messages appear in chronological order, with the most recent at the bottom. Messages will always identify the sender.

4. To hide or display the date or time messages were posted, select the appropriate option from the "View" drop-down list: Time Only, Date and Time, Date Only, Neither Date nor Time, or ID Only.
5. To change how many messages you see, from the second drop-down list, select one of the following options: All Messages, Last 10 messages, Past 3 days, or Show no message history. (If you choose Show no message history, you will see only messages posted after you made this selection.)

To post Chat Room messages:

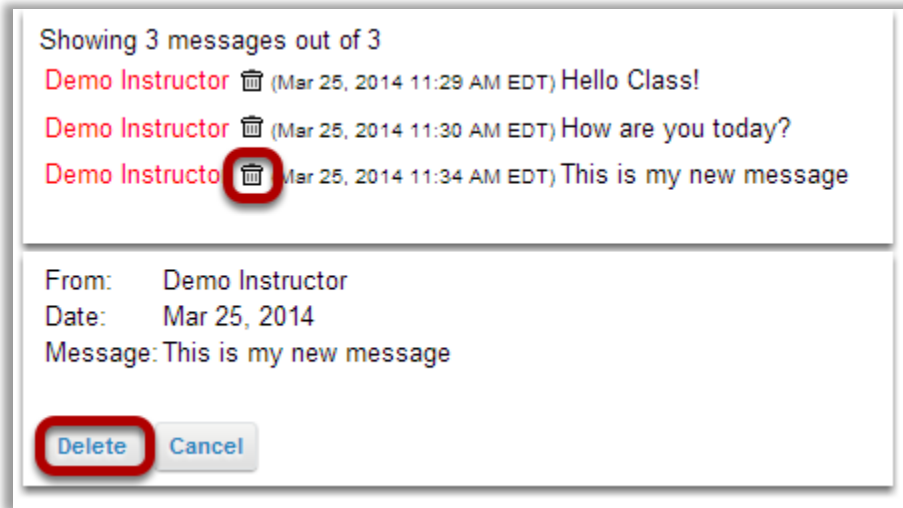
A screenshot of a chat room interface. At the top, it says "Enter chat message". Below that is a text input field containing the text "This is my new message". At the bottom left of the input area is a blue button labeled "Add message", and to its right is a grey button labeled "Clear". The "Add message" button is highlighted with a red border.

In the text box at the bottom of the window, type your message, and then click **Add message**.

*Note: No one can see your message until you click **Add message**, but once you do, only an instructor or a participant with special permission can delete your message.*

To discard a message that you haven't sent yet, click **Clear**.

To delete a Chat Room messages.



To delete a Chat Room message that you have sufficient permission to delete, click the trash can icon next to the posting, and then click **Delete**.

Note: If you don't see a trash can icon, you don't have permission to delete the message.

*Tip: To permanently delete all messages from a chat room, click **Options**, and then click **Clear History**. Click **Delete** to confirm.*