

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.

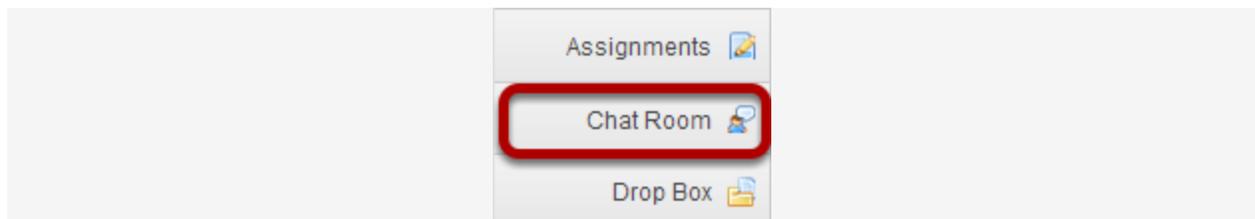
The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "Online Office Hours" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members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

The screenshot shows a Blackboard Chat Room interface for 'PSYCH 400 SU14: Chat Room'. At the top, there are three buttons: 'Options', 'Change Room', and 'Permissions'. Below this, a message indicates 'Currently viewing messages for 'Main Chat Room''. There are two dropdown menus: the first is labeled 'View: Date and Time' and the second is 'View messages from... Last 100 messages'. Below these, a note states 'All chat messages are archived and can be read by any site participant.' The main chat area shows two messages from 'Demo Instructor' with timestamps. On the right side, there is a 'Users in Chat' panel listing 'Demo Instructor'. At the bottom, there is a text input field labeled 'Enter chat message' and two buttons: 'Add message' and 'Clear'.

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:



Enter chat message

This is my new message

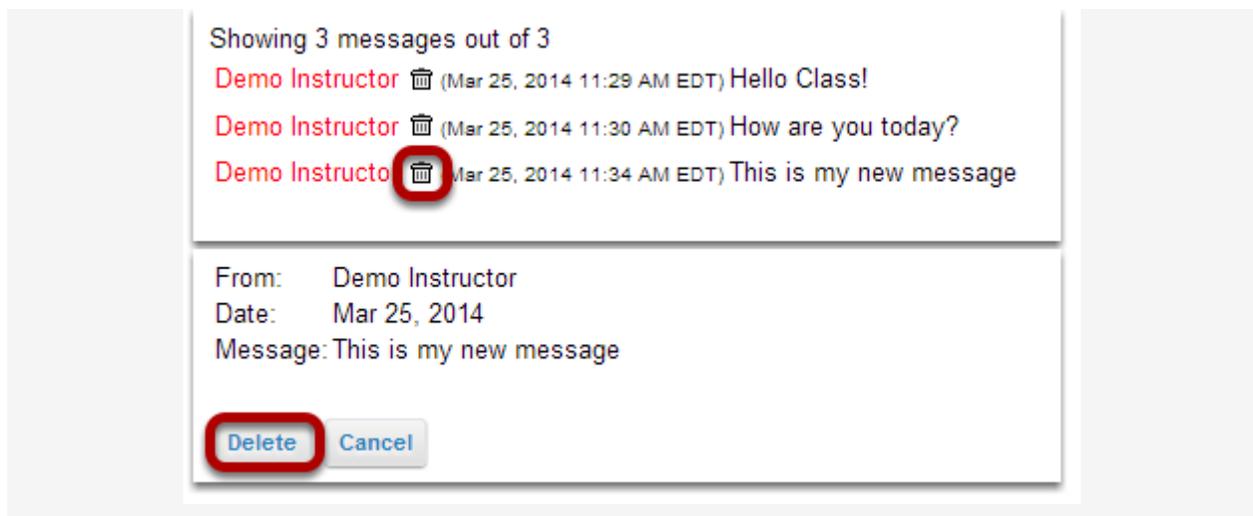
Add message Clear

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.



Showing 3 messages out of 3

Demo Instructor (Mar 25, 2014 11:29 AM EDT) Hello Class!

Demo Instructor (Mar 25, 2014 11:30 AM EDT) How are you today?

Demo Instructor (Mar 25, 2014 11:34 AM EDT) This is my new message

From: Demo Instructor
Date: Mar 25, 2014
Message: This is my new message

Delete Cancel

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.*