

How To:

Participate in Class Chats

Select the Chat link on the Nav Bar under “My Class”. Your teacher will only be in chat at certain scheduled times.

Before you participate in your first chat, it is important that you change your chat alias (how your name appears on the screen in the chat). The course selects your user id as a default. In the chats with your teacher and classmates, you should use your name. To change your chat alias:

Step 1: Click on the ‘settings’ wheel in the top right hand side of the page.

Step 2: Locate the chat alias box that already includes your user id.

Step 3: Replace your user id by highlighting it and then typing your preferred first name as well as your last name.

Next, adjust the sound settings so you will know when a classmate or your teacher arrives in the chat or has replied to a comment.

Step 1: Scroll down to the ‘sound settings’.

Step 2: Use the drop down menus to select sounds to alert you when a message is posted; a person enters the the chat; or a person leaves the chat.

Step 3: Click the Save button.

In the course, you will see links to any chats your teacher has set up - usually one link that works for the whole year. Be aware that any time you click on this link, your activity is recorded. It works like most basic IM systems with a list of participants and a place to type your message. When you’re done with the chat, click the exit button.

You can return to examine chat records at any time. Click on the context menu to get the dropdowns beside the chat link on the chat list. Select ‘view sessions’, and the link for the date you wish to see.