

Live Chat for Students

Live chat rooms permit synchronous communication, meaning all participants in a discussion are “present” at the same time. When using a chat room keep in mind:

- You have the option for group or private chat. However, even if you enter a “private” chat room, while classmates outside it cannot view your conversation, the instructor can. Know that ALL chat communication is viewable by the instructor.
- Switching to another screen automatically logs you out of the chat room; however, there is a lag between your exit and it being noted on the screens of the remaining occupants of the chat room.
- Chat rooms only appear on the **Communicate** tab, unlike discussion forums, which also appear on the **Lessons** tab.
- Basic courtesy is expected in your course communication. See <http://tlt.its.psu.edu/suggestions/etips/stuguide.html> to learn helpful guidelines for electronic communication.

Send a Chat Message

1. In the appropriate course, select the **Communicate** tab.
2. Beneath the **Live Chat** subheading, select the link to the chat room you would like to visit.
3. Type your message in the text box at the top center of the screen.
Note: ANGEL permits messages up to 3,000 characters.
4. Click the **Send** button or press the Enter/Return key on the keyboard to submit your message.

While you are in a chat room, you have the following options:

- A. **Check Spelling:** Check the spelling of your message.
- B. **Room:** Select a chat room to visit.
- C. **Settings:** Select how often your page refreshes, the length of the message life, viewing options, and ignore list (see following section for details).
- D. **Refresh:** Refresh, or update, the chat room responses.

pl123 - Virtual Office Hours

Everyone

[Check Spelling](#) | [Room](#) | [Settings](#) | [Refresh](#) No Refresh

A B C D

Refreshed: 4/5/2007 - Logging: ON

Prudence Learned: OK, can you tell me more specifically what's giving you trouble?

Gabriel Learner: I had trouble with that, too.

Angelina Learner: Dr. Learned, I need a little more help with the problem at the end of chapter. 4

Gabriel Learner has entered the room.

Occupants: 3
[Angelina Learner](#)
[Gabriel Learner](#)
[Prudence Learned](#)

Chat room options

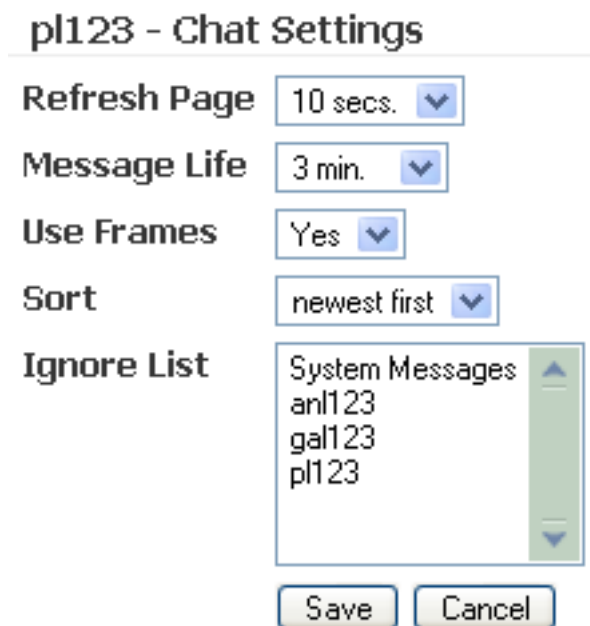
Select Chat Settings

1. Once you have entered the chat room, select the **Settings** link.



Select Settings.

2. From the **Refresh Page** pull-down menu, select how often you would like your page to update.



Chat settings

3. From the **Message Life** pull-down menu, select how long you want messages to remain on your screen.
4. From the **Use Frames** pull-down menu, select whether or not to use frames to view the chat room.
5. From the **Sort** pull-down menu, select whether you want the newest message to be displayed first or the oldest message to be displayed first.
6. From the **Ignore List**, select anyone whose messages you wish to block from appearing on the chat room screen. Select multiple people by holding down the Ctrl key on a PC or the Command key on a Macintosh while clicking individual entries.
7. Click the **Save** button.

Send a Private Chat Message

Once you have entered a chat room, you have the option of sending private messages to other users in the chat room. To do so:

1. Select a user's name from the **Occupants** list on the right side of the screen. That user will be added to the pull-down list at the top left.
2. Select the user's name from the pull-down list.
3. Type your message in the message text box.
4. Click the **Send** button.
5. To return to sending messages to everyone in the chat room, select **Everyone** from the pull-down list at the top left.

Notes: Private messages may appear in a different color on your screen, depending on the course theme (color scheme) set for the course.

While "private" chats are not seen by non-included classmates or the instructor, **ALL** communication can be tracked by the instructor.

Create a Private Chat Room

You may sometimes find it necessary to create a temporary private chat room and invite only particular course members. A private chat room exists as a temporary "addition" to a regular chat room. Therefore, students can create a private chat room **ONLY** if the instructor has created a chat room.

Note: While private chat rooms are not seen by non-included classmates or the instructor, **ALL** communication can be tracked by the instructor.

To add a temporary private chat room within an existing course chat room:

1. Make up a name for the private chat room.
2. Tell the name of the chat room to those you would like to invite to the private chat via e-mail or some other personal means prior to chatting.
3. Enter a previously created public chat room.
4. Select the **Room** link.



Select Room.

5. Beneath the **Private Chat Room** subheading, replace the name of the main chat room with the name of your private chat room in the text box.

Private Chat Room



Our Private Room

After typing the name of the private chat room, click **Enter**.

6. Click the **Enter** button.

Note: This will create the new room for as long as it is being used. The room goes away when the last person exits it. Those you invite to chat must first enter the public chat room, then select the **Room** link and enter the name of your chat room in the **Private Chat Room** text box to join the chat.

7. To leave the chat room, switch to any other screen.

Note: There will be a lag between your exit and it being noted on the screens of the remaining occupants of the chat room before the next refresh.