WAGNER COLLEGE
INFORMATION TECHNOLOGY

## Moodle Survival Guide #13- How to Create a Chat

Introduction: This guide will inform the user on how to create a chat in Moodle 2.5. A chat is a great way to have a synchronized discussion with your students.

I. **Turn Editing On**

In order to edit your Moodle course page, the first thing you have to do is turn the editing on, which can be done in two ways.

a. The first way to turn the editing button on is by navigating over to the **Administration Block** on the left hand side of the page, and clicking **Turn editing on**
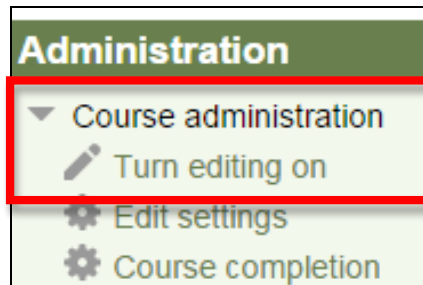
b. The second method that will turn editing on can be found in the top right hand corner of your screen. Press the **Turn editing on** button to enable it.

Note: If you turn editing on in the Administration Block, it will also adjust the editing setting to "ON" in the top right hand corner and vice versa.
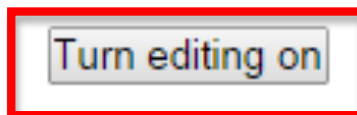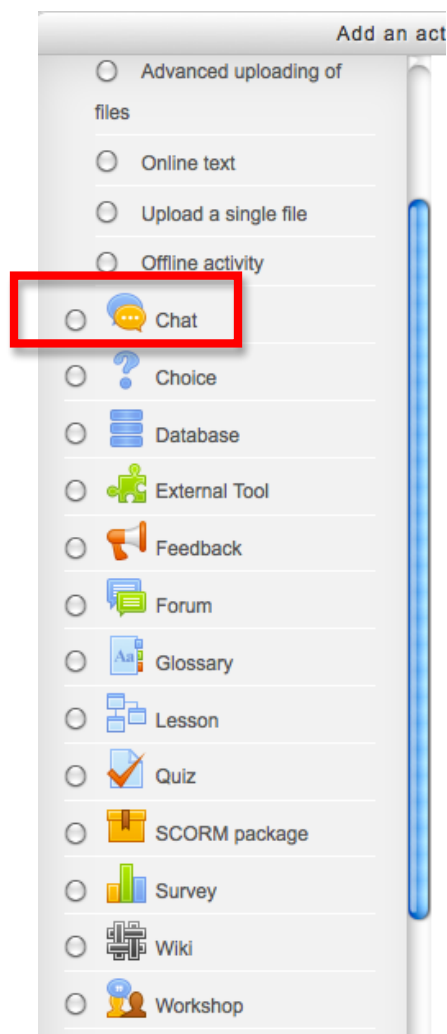
II. Add Activity or Resource

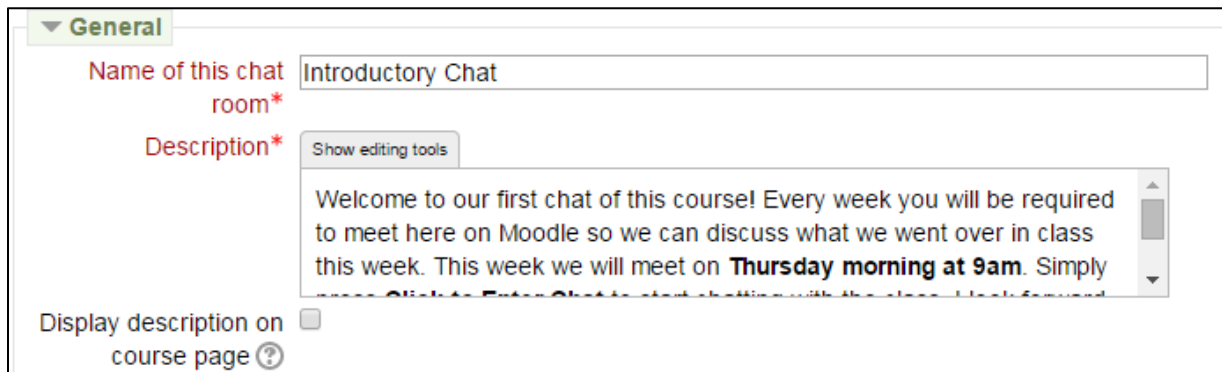- Click **Add activity or resource** under the week or topic where you would like to add the chat.

- Once you click **Add activity or resource,** this will bring up a grey box that contains both Activities and Resources. Navigate to the Activities section. Select **Chat** and then click **Add,** which will bring you to the **Adding a new Chat** page.

III. Adding a New Page
- Once in the **Adding a new chat** page, you will be prompted to create a **Name of this chat room** and a **Description** for your page. **These are mandatory in order to move forward**
- When creating the <u>description</u> be sure to include the date and time for that specific chat.

    NOTE: Be very specific in the description box by providing the students with the content that will be discussed for this particular chat, the time and date, and directions for the students to access that chat.

IV. Chat Sessions
- This section is good if you are planning on creating multiple chat sessions for future use and for doing some slight customization of your chats.

    i. **Next chat time** refers to the time and date that you want *the next* chat to occur. Be aware that the time and date set here is not for this particular chat. The time and date for this chat should be explained in the Description.

ii. **Repeat/publish session times** provides you with the following options when referring to **future** chat sessions:
1. **Don't publish any chat times**: There are no set times and students are welcome to chat at any time.
2. **No repeats – publish the specified time only:** Will display the set time for the particular chat session**.**
3. **At the same time every day:** Useful for scheduling daily chats with users.
4. **At the same time every week:** Will schedule a chat for the same day and time every week.

Note: Keep in mind that even if you set parameters for future chats in this section, you will still have to create a Chat space for them so students have a place to click in to.

iii. **Save past sessions:** When two or more people are involved in a chat, a transcript is created. You can choose the length of time in which these transcripts are saved.
iv. **Everyone can view:** Allows student to view the past chat sessions.

V. **Save Changes**
- When you are finished, scroll to the bottom and click **Save and return to course**, which will bring you back to your course page where you will see the **Chat** that was just created.


VI. **Speaking with the Students using the Chat Feature**
- Once you have created the chat, click on the **Chat** icon.
    i. To enter the chat session, select **Click here to enter the chat now,** which will open up the chat window.

Introductory Chat

Welcome to our first chat of this course! Every week you will be required to meet here on Moodle so we can discuss what we went over in class this week. This week we will meet on **Thursday morning at 9am**. Simply press **Click to Enter Chat** to start chatting with the class. I look forward to chatting with you!

Click here to enter the chat now
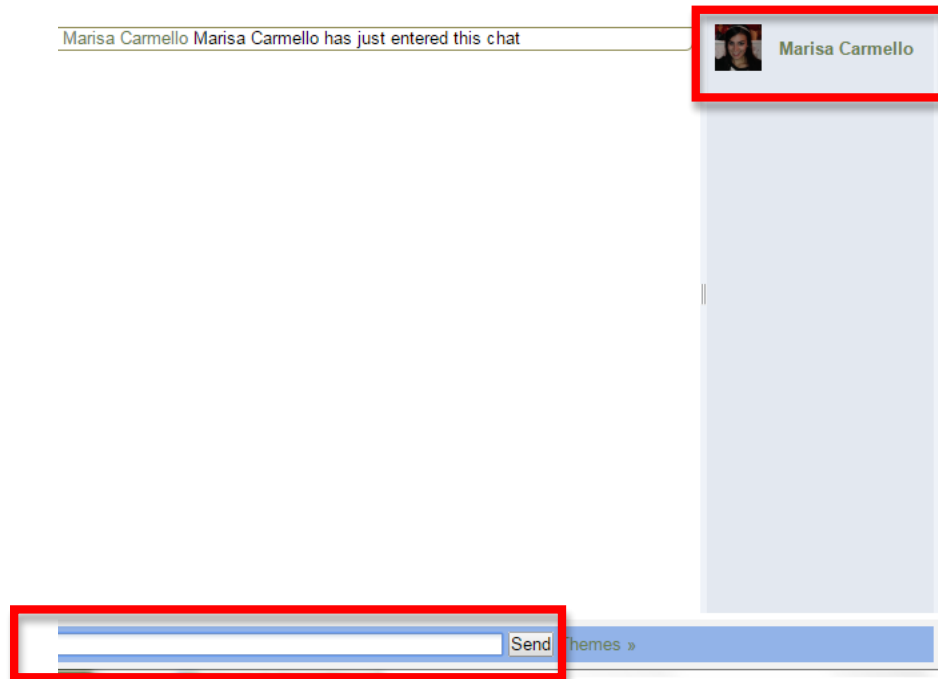
ii. On the right hand side, you will notice the names of the people in the chat.
   NOTE: Notice that Marisa Carmello is the only person in this chat.

iii. You can type and enter text to the left of the **Send** button. Once you are ready to enter you message, click **Send**.

iv. Once you have entered the text, it will appear in the center portion of the screen for you and the students to view.
   NOTE: If you x out of the chat, you can always continue the previous conversation by selecting, Click here to enter the chat now