



Chat

# Chat

- Turn on the "Edit mode" and please select "Chat" from "+ Add an activity or resource".



Setting	Description	Notes
General	name and description for chat room	
Chat session	set the start date and time, chat storage period, and viewing period.	
Common module setting	Setting whether to display only to specific students, limit groups, etc.	
Restrict access	Restrictions can be placed on the program, such as not being able to receive the program unless certain activities are completed.	
Activity completion	details about activity completion.	
Tags	For categorized.	
Competencies	For categorized.	

## Notes

- The contents of a chat will be available to all members participating in the chat session. You cannot send private messages within a chat session.
- The following actions will erase past conversations from your screen.
  - Update page (reload)
  - Click on participant icon image
  - Change theme (UI)
- No line breaks.
- No edit or delete of the content once sent.
- No file attachment.
- You will not notified when a new message is posted or when a mention(\*) is made. Only when someone makes a beep to you (a notification soundlike a buzzer) and the sound is on, it beeps.\*"Mention" means to specify who to reply to.

# How to set up

1. Enter “Name of this chat room.”
2. To set the chat time, click “Chat sessions” to display the menu. If you set [Next chat time] and set [Repeat/publish session times] to either “No repeats – publish the specified time only”, “At the same time every day” or “At the same time every week”, the set date and time will be displayed on the student’s calendar.  
\* Students can still access the chat room outside the designated date and time. If you want to restrict access other than the specified date and time, set “Restrict access.”
3. To make past sessions visible to all users, set “Everyone can view past sessions” to “Yes.” When set to “No,” only subject teacher, lecturer, coach, and TA.
4. 【Click [Save and return to course]. Now the chat is added to the course.

# How to use

1. Open the chat and the following screen will appear. The list of users currently participating in the chat is displayed. Click [Click here to enter the chat now] to join the chat.
2. The chat room window will appear. A list of participants including yourself will be displayed on the right.
3. Enter the message and click [Send].
4. To leave the chat room, click “x” to close the browser window.

## Notes

- If you click [Chat] of the person you want to mention, you can enter the person's name in the message input field(just enter the name, it is the same as normal message).
- In addition, you can make a beep sound to the other by clicking [Beep].