

How to Post to a Chat Room

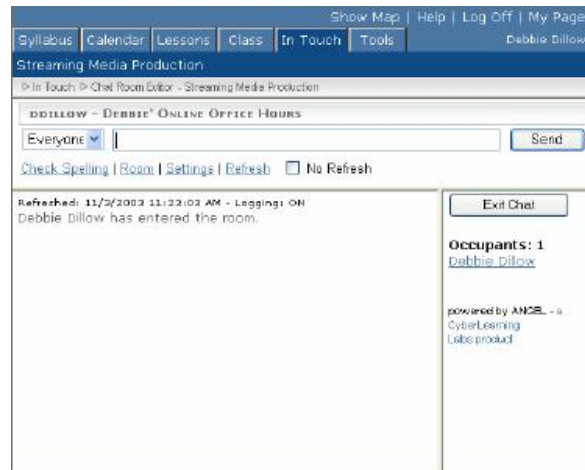
Chat rooms support real-time communication between students and instructor. If enabled, users can view a log of previous chat conversations by clicking the View Logs hyperlink located below the hyperlinked chat room title.

To post to a chat room:

1. Log into your ANGEL course and click the **In Touch** tab.

2. Navigate to the chat room you want to participate in and click the hyperlinked title of the chat room. The chat room interface will appear on the screen.

3. Type a message in the empty text box (located toward the top of the screen) and click **Send**.



Tip: To send a private message, select the intended recipient from the drop-down menu or click on their name in the Occupants frame, type your message, and click Send.

4. Click the **Room** hyperlink to select from a list of available chat rooms or to create a private room.

Note: Private rooms can be created “on-the-fly” and will not show up on the list of public rooms. To create and use a private room, each participant should type the exact same private chat room name in the Private Chat Room text box and click the Enter button. Private chat room messages are not logged, however the date, time, and name of the private chat room are automatically logged in each participant’s learner profile (viewable to the instructor).

5. Click the **Settings** hyperlink to adjust how often the message page refreshes and how long each message remains on the message page. Optionally disable the default frames-based chat room interface by selecting **No** from the **Use Frames** drop-down menu or select specific users from the **Ignore List** so their messages will not appear on your screen.

Note: To select multiple users from the Ignore List, hold the Control key on your keyboard (or the Apple key on a Macintosh) while selecting multiple users.

6. Optionally check the **No Refresh** checkbox to temporarily turn off the chat auto-refresh feature or click the **Refresh** hyperlink to manually refresh the screen.