



## Create a Chat Room

### Introduction:

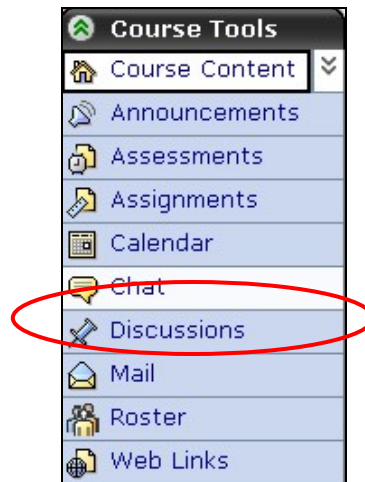
The Chat tool allows you to communicate in real time with other users in the course. You can use Chat to engage in real-time text-based conversation with all users or selected users. Use Chat to provide information on office hours, online guest speakers, exam reviews, and study groups.

### Create a Chat Room

**Step 1:** To begin, click on the **Build** tab after you have logged into your course.



**Step 2:** Next, click **Chat** from the *Course Tools* menu.



The Chat page will appear. By default one room already exist when the course shell is created. That room is a chat and whiteboard room. This tutorial will not cover features of the whiteboard.

Chat

Create Chat or Whiteboard Room

Order	Title	Type	Participants Inside	Maximum users	Logging
1	<input type="checkbox"/> Common Room	Chat and Whiteboard Room	0	1000	on

Create Link on:

**Step 3:** Click **Create Chat or Whiteboard Room** to create a new Chat room.



The Create Chat or Whiteboard Room window will appear.

A screenshot of a web form titled "Create Chat or Whiteboard Room". The form is contained within a window with a breadcrumb trail: "Your location: Chat > Create Chat or Whiteboard Room". The form fields include: a required "Title" text box; a "Description" text area; a "Use HTML" checkbox; "Item Visibility" options with radio buttons for "Show Item" (selected) and "Hide Item"; and a "Maximum users" text box with a red error message: "Maximum users allowed by Server Administrator is 1,000". Below these fields is a "Type" section with radio buttons for "Chat and Whiteboard" (selected), "Chat only", and "Whiteboard only". A "More Options" section is collapsed. At the bottom are three buttons: "Save", "Cancel", and "Save and Create Another".

**Step 4:** Enter the **Title** in the field provided

A close-up of the "Title" field from the form. The label "\* Title:" is on the left. The text "Online Office Hours" is entered into the text box. A small "0" is visible to the left of the text box.

**Step 5:** Enter the **Description** of the Chat Room in the field provided.

Description:

**Step 6:** Next, select the **Item Visibility** option. In this example we will select **Show Item** (default setting)

Item Visibility:  Show Item  
 Hide Item

**Step 7:** Enter the **Maximum** (number of) **Users** in the field provided. In this example we will enter 25

\*Maximum users:

Please note that the maximum number of users allowed for chat session is set to 1,000 by the server administrator.

**Step 8:** Select **Chat Only** from the list of options that exist in the *Type* area

**Type**  
 Chat and Whiteboard  
 Chat only  
 Whiteboard only

**Step 9:** Click **Save** when finished

You will receive confirmation that the items were created.

The items were created.

You will return to the chat page where you will see a list of all the chat rooms that have been created.

Chat

Create Chat or Whiteboard Room

Order	<input type="checkbox"/> Title	Type	Participants Inside	Maximum Logging users
1	<input type="checkbox"/> Common Room	Chat and Whiteboard Room	0	1000 on
2	<input type="checkbox"/> Online Office Hours	Chat Room	0	25 on

Create Link on: - Select -

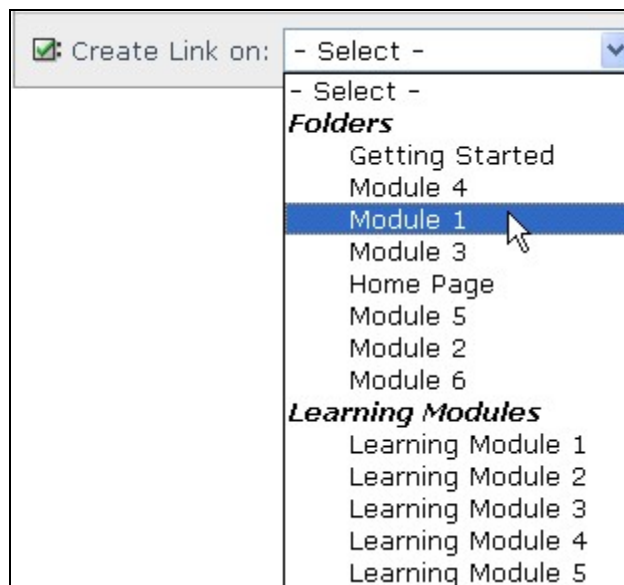
### Create a Link to a Chat Room

**Step 1:** From the *Chat* page, select the **checkbox** corresponding with the title of the Chat room that you would like to link. In this example, we will select **Online Office Hours**.

2	<input checked="" type="checkbox"/> Online Office Hours	Chat Room	0	25	on
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Create Link on: - Select -

**Step 2:** Next, select the module 1 folder (previously created) from the drop-down menu in order to create a content link to the Chat Room inside the Module 1 folder located on the course homepage.



**Step 3:** Click the **Green (Go) arrow** when finished.

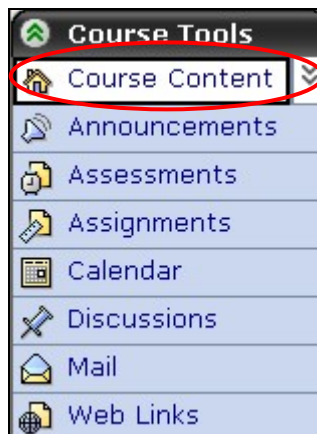


**Note:** You will receive confirmation that the Chat room has been added to the specified folder.

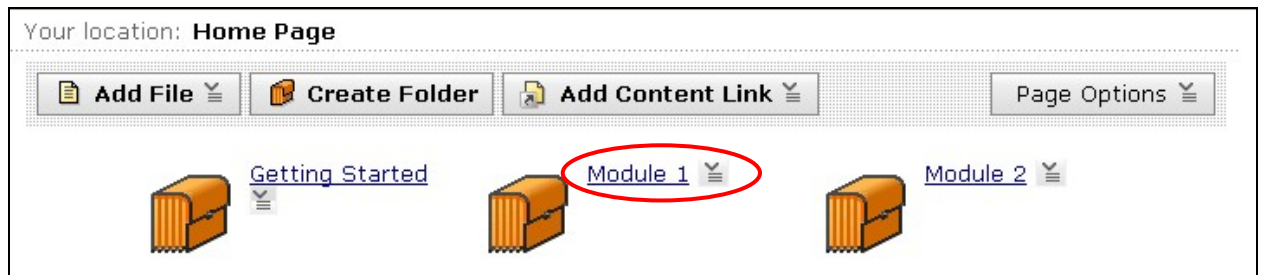


For some, you may want to confirm that this process worked properly... If so, follow these steps.

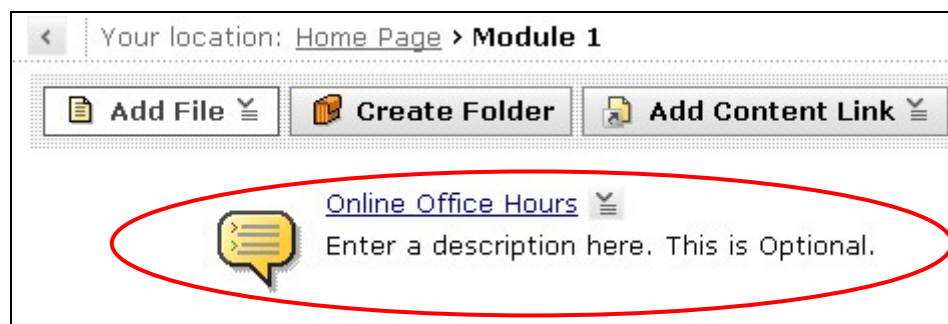
**Step 4:** Click **Course Content** from the *Course Tools* menu to return to the course home page.



**Step 5:** Click on the **name of the folder** you want to access. In this example, we will select the folder titled *Module 1*.



**Step 6:** Once inside the folder, you will see the link the Chat Room.



## Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu).