

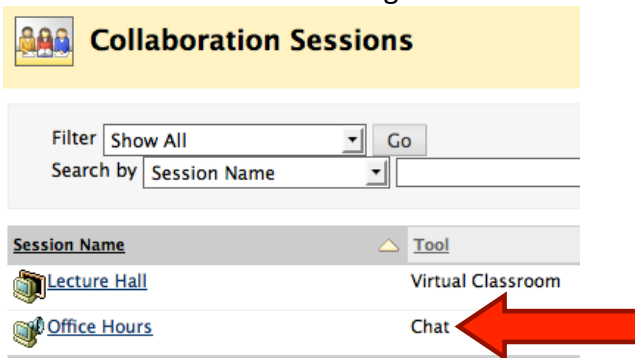
STUDENT TUTORIAL: COLLABORATION CHAT VIRTUAL CLASSROOM

WHY WOULD YOU USE THIS FEATURE:

The Chat feature allows you to interact with the instructor and other students in real time using text-based chat.

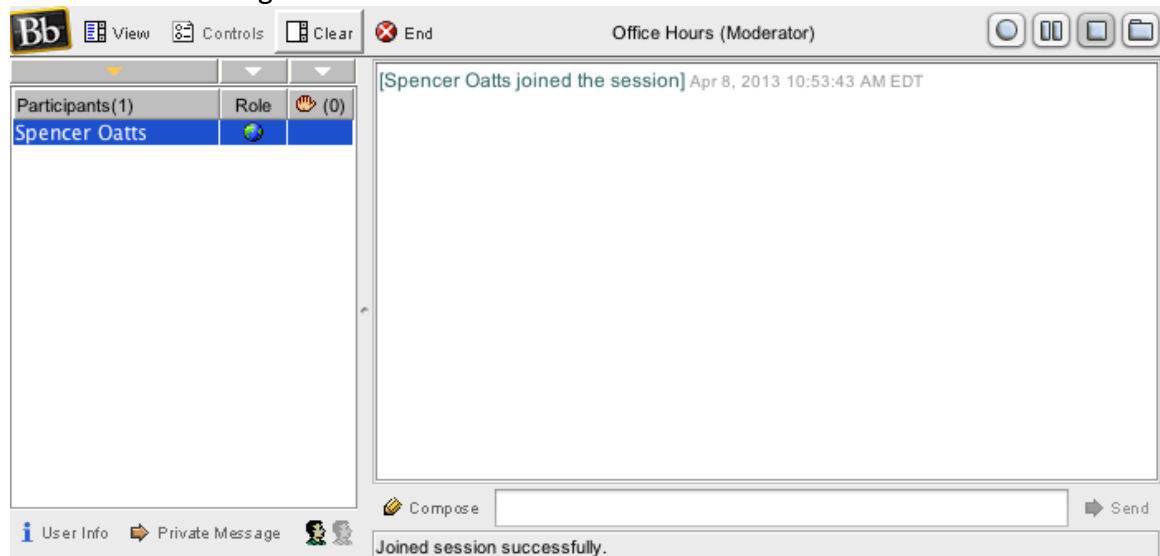
HOW TO CHAT:

1. When you click collaboration link associated with an assignment, you should see a screen that looks like the image below.



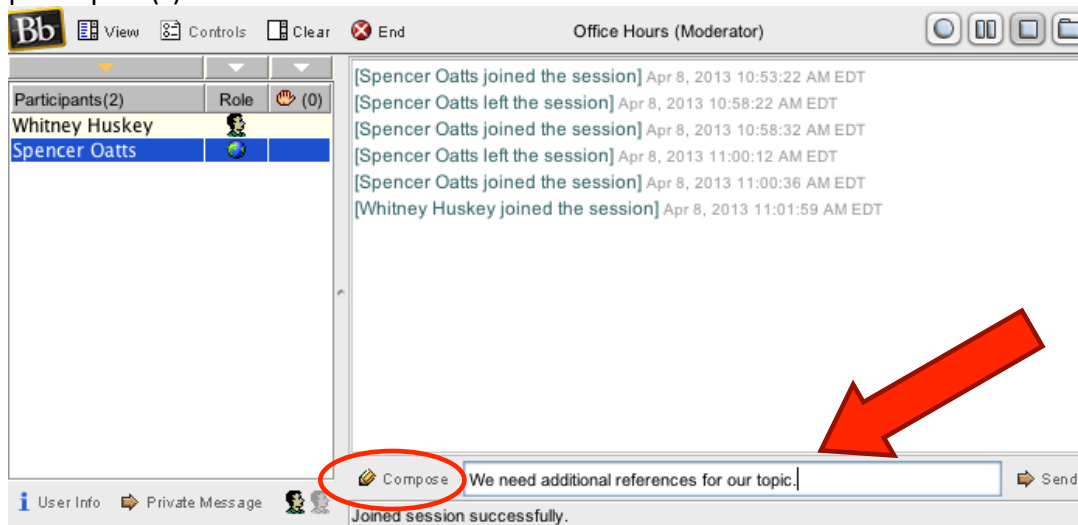
2. Click on the words: **Office Hours**. A new window should open that looks like the image below.

Note: You might need to download and install additional applications so please try this BEFORE your scheduled chat time. We also recommend using the Firefox Internet browser when using virtual chat.



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- The chat functions are listed below:
 - Enter a message for the class to read – Type the message in the **Compose** field. Click **Send**. The message appears in the **chat** area. There is a 1000 character limit for **chat** messages.
 - Become an Active user – Click the hand symbol. A hand appears next to the username. The moderator click on the hand to make the user active.
 - View user information – Select a username in the participant list and click **User Info**.
 - Send a private message to a user – Select a username in the participant list and click **Private Message**.
- To enter messages, type in the **Compose Box**. Click on **Send** to send the message to the participant(s) of the chat.



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- To send Private Messages (to single users in the chat), first click on their name in the left hand box and then click on **Private Message**. A pop up box will come up for you to compose your message. Then press send to send the private message.

