

ITRC Guide

Adding and Using the Chat Activity in Moodle ISU

Introduction

The Moodle chat tool is a communication tool similar to instant messaging. This tool allows you and your students to communicate synchronously. In order to communicate, you and your student(s) will need to be logged in and inside of the chat room. This tool is commonly used for creating virtual office hours or online chat class meetings.

Adding a Chat Activity

1. Click on the “Turn editing on” button (located on the upper left side of your Moodle course front page).
2. Navigate to the week/topic to which you want to add the chat.
3. Click on the “Add an activity” dropdown menu and select Chat.
4. You should see the “Add a chat activity” screen.
5. Enter a name for the chat room.

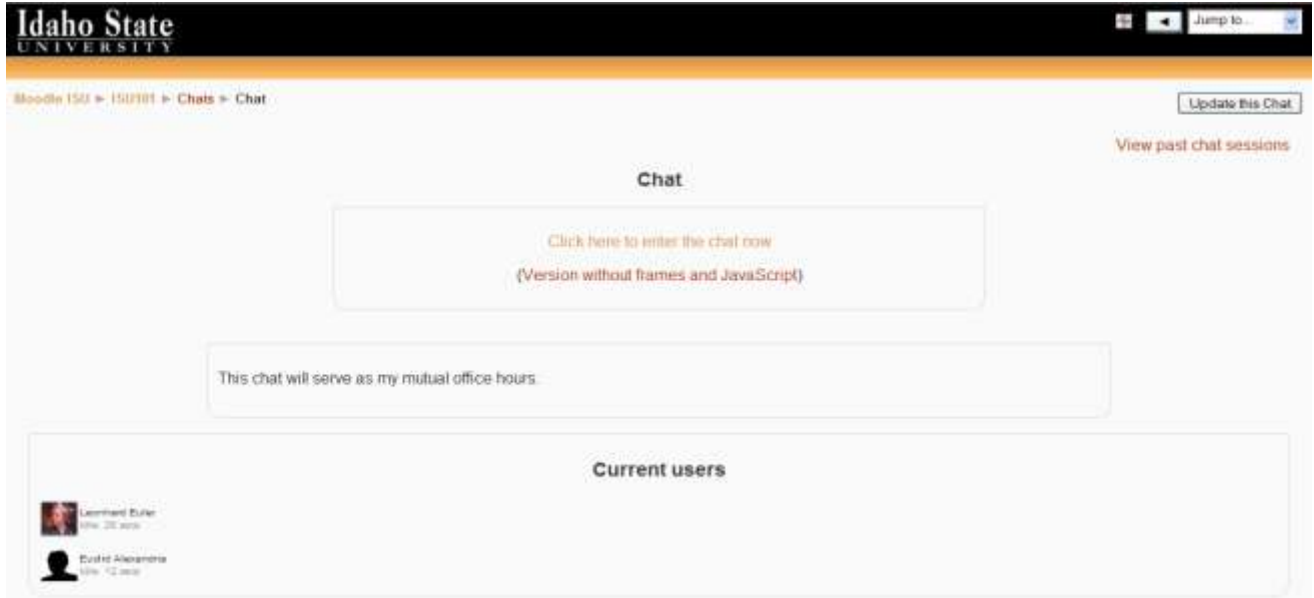
The screenshot shows the Moodle configuration page for adding a chat activity. It is divided into two main sections: 'General' and 'Common module settings'.
General section:
- 'Name of this chat room*': A text input field.
- 'Introduction text*': A text input field with a help icon.
- A rich text editor with a toolbar and a large text area.
- 'Path': A dropdown menu with a help icon.
- 'Next chat time': A date and time selector set to 14 August 2008 11:55.
- 'Repeat sessions': A dropdown menu set to 'Don't publish any chat times'.
- 'Save past sessions': A dropdown menu set to 'Never delete messages'.
- 'Everyone can view past sessions': A dropdown menu set to 'No'.
Common module settings section:
- 'Group mode': A dropdown menu set to 'No groups'.
- 'Visible': A dropdown menu set to 'Show'.
- 'ID number': A text input field.
- 'Grade category': A dropdown menu set to 'Uncategorised'.
- A 'Show Advanced' button is located on the right side of this section.
At the bottom of the page are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'.

6. Provide some additional information in the “Introduction text” area.
7. Set the time and date for the chat session.
8. Under the “Repeat sessions” options, select one of the four
 - a. Don’t publish any chat times
 - b. No repeats – publish the specified time only
 - c. No repeats – publish the specified time only
 - d. At the same time every day
 - e. At the same time every week
9. Set the length of time to save chat history under the “Save past sessions” setting. Choose one of the following options:
 - Never delete messages
 - 365 days
 - 180 days
 - 150 days
 - 120 days
 - 90 days
 - 60 days
 - 30 days
 - 21 days
 - 14 days
 - 7 days
 - 2 days
10. Under “Everyone can view past sessions”, there are two options. Select either Yes or No. By selecting yes, everyone will be able to see the conversation including those who weren’t in the chat room. Of course, the number of days anyone can see the transcripts of the chats is limited to the number of days available in the chat history.
11. Click on the “Save changes” button.

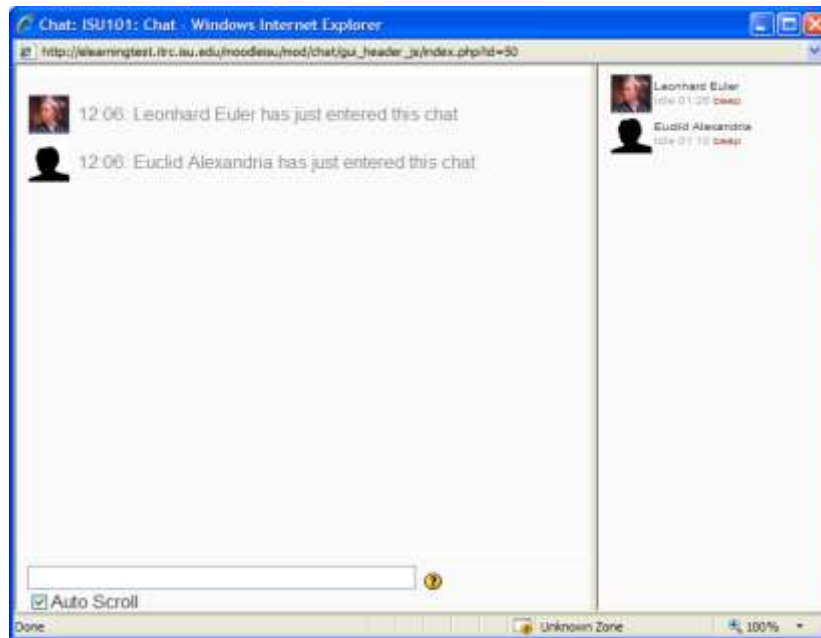
Note: Once the chat room is set up, any users of the course can enter the chat room regardless of the day or time. Any entries made will be time stamped.

Using the Chat Activity

To use a chat room, click on the chat room name. To enter the chat room, click on the “Click here to enter the chat now” link. If other participants are already in the chat room, you will see them listed under “Current users”.



When the “Click here to enter the chat now” link is clicked, the chat pop-up window opens. If other participants are already inside of the chat room, then you would see them listed on the right side of the chat room window.



Type a message in the text area, hit the “Enter” key and the message will be shown to all of the participants.

Chat Features

Smilies

Any smiley faces (emoticons) that you can type elsewhere in Moodle can also be typed in here and they will be displayed correctly. For example, :-) = 😊

Links

Internet addresses will be turned into links automatically.

Emoting

You can start a line with "/me" to emote. For example, if your name is Kim and you type "/me laughs!" then everyone will see "Kim laughs!"

Beeps

You can send a sound to other people by hitting the "beep" link next to their name. A useful shortcut to beep all the people in the chat at once is to type "beep all".

HTML

If you know some HTML code, you can use it in your text to do things like insert images, play sounds or create different colored and sized text.



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