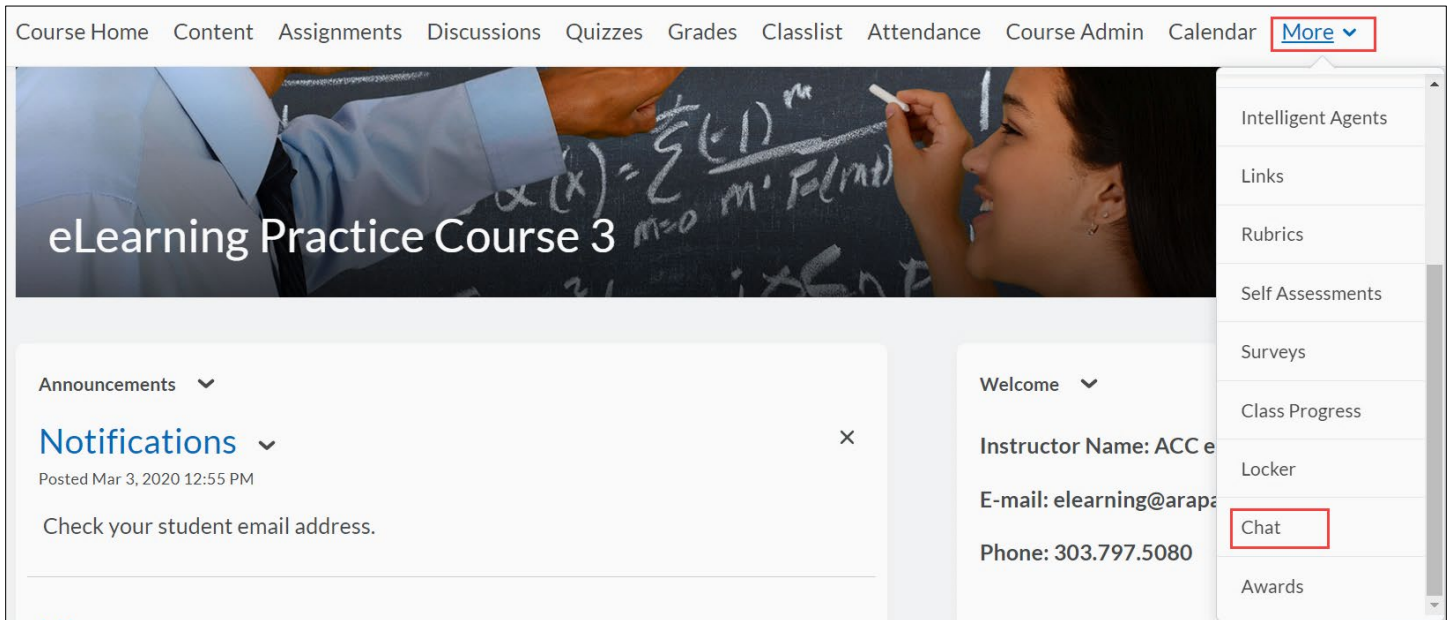


Creating and Managing a General (Course) Chat Room

General chats exist within courses and are only accessible from the course in which they are created.

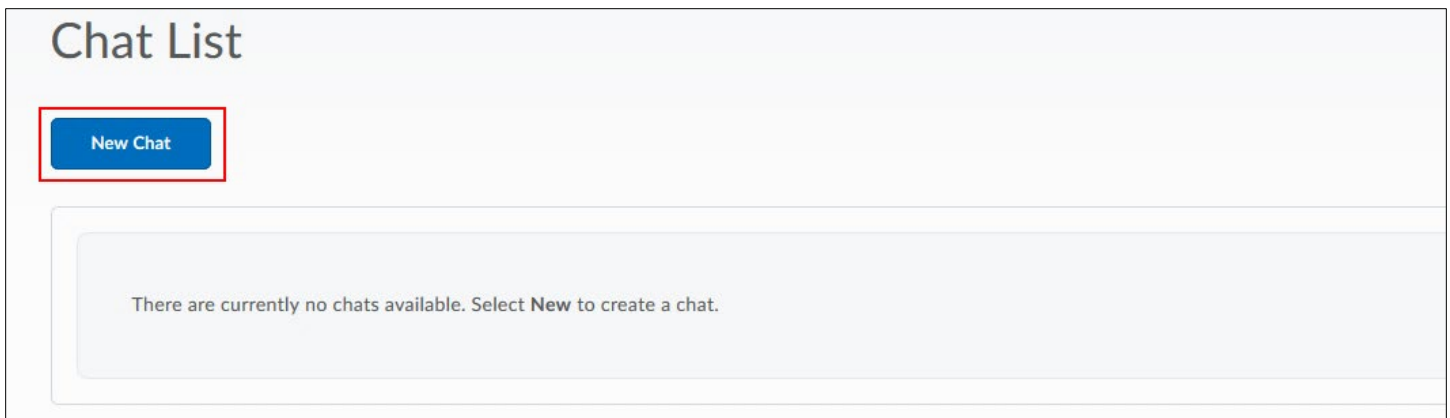
Create a General Chat Room

Step 1: If you want to add a chat to a course, select the **Chat** tool from the **More** dropdown menu on the navigation bar.



The screenshot shows a course navigation bar with the following items: Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, Attendance, Course Admin, Calendar, and a 'More' dropdown menu. The 'More' menu is open, showing a list of tools: Intelligent Agents, Links, Rubrics, Self Assessments, Surveys, Class Progress, Locker, Chat (highlighted with a red box), and Awards. Below the navigation bar is a banner for 'eLearning Practice Course 3' featuring a chalkboard with a mathematical formula $x(x) = \sum_{n=0}^m \frac{(-1)^n}{m \cdot P(n)}$. To the left of the banner is an 'Announcements' section with a 'Notifications' dropdown and a message: 'Posted Mar 3, 2020 12:55 PM. Check your student email address.' To the right is a 'Welcome' section with a dropdown and contact information: 'Instructor Name: ACC e', 'E-mail: elearning@arapa', and 'Phone: 303.797.5080'.

Step 2: On the **Chat List** page, select **New Chat**.



The screenshot shows the 'Chat List' page. At the top left, there is a blue button labeled 'New Chat' with a red box around it. Below the button is a large light blue box containing the text: 'There are currently no chats available. Select New to create a chat.'

Step 3: Enter a **Title**. Select **General Chat**.



Step 4: Enter a **Description** of the chat. Select **Create**.

New Chat

Title*

New Chat Room


















Type

General chat  Personal chat 







Note

The chat type cannot be changed once you click **Create**.

Description

    Paragraph  **B** *I* U      Font Family  Size      

Chat of the day.

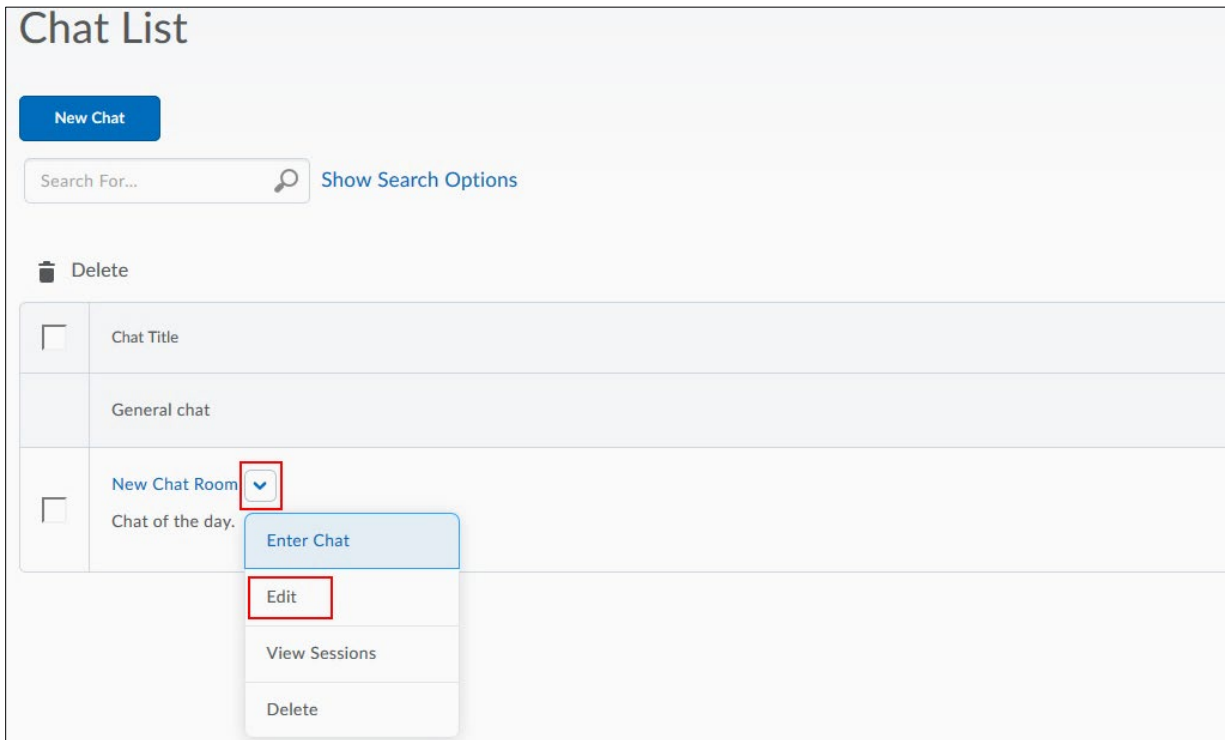
Create Cancel

TIP: It is a good idea to enter a description to help other users identify the chat, since they might have access to other chats with similar names.

Edit a General Chat Room

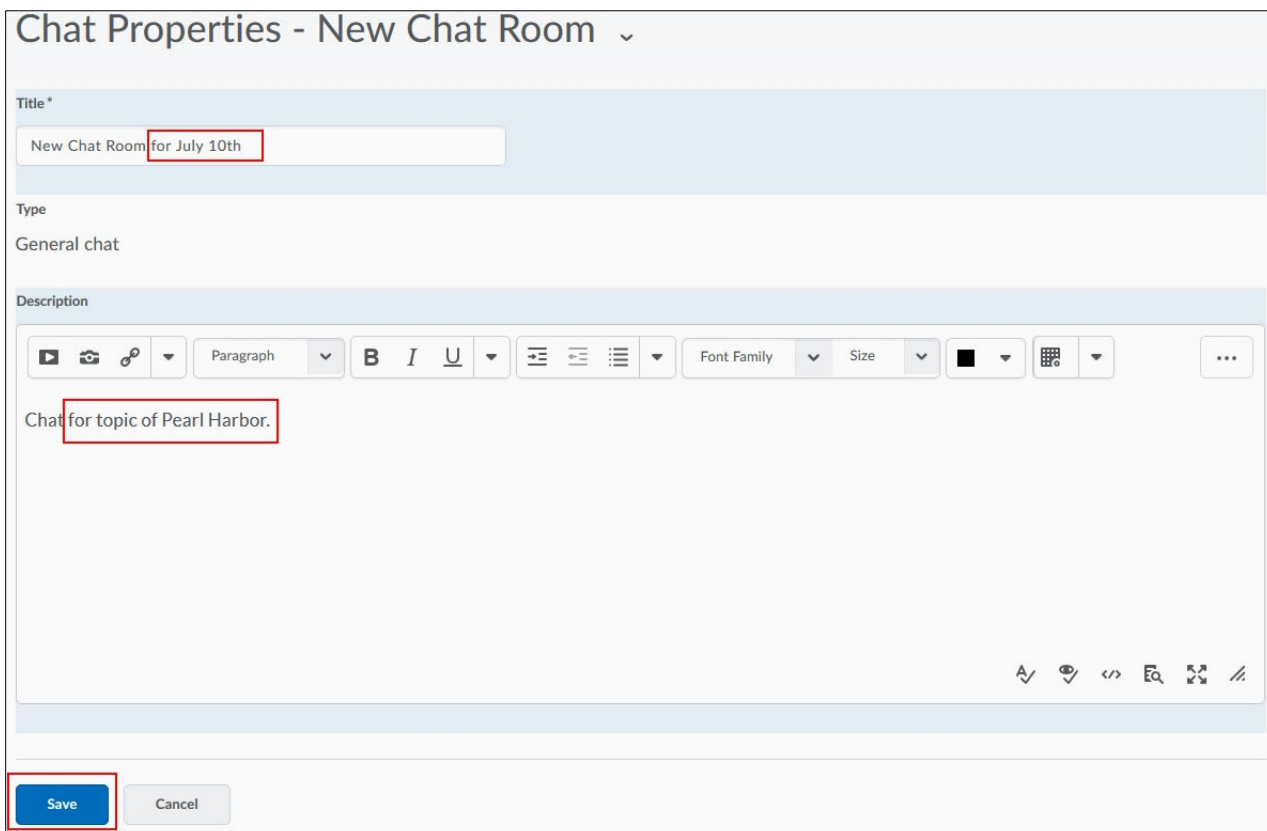
You can edit the title and description of chats you create.

Step 1: On the Chat List page, select **Edit** from context menu of the chat you want to modify.



The screenshot shows the 'Chat List' interface. At the top left is a 'New Chat' button. Below it is a search bar with the text 'Search For...' and a magnifying glass icon, followed by a link 'Show Search Options'. A 'Delete' button with a trash icon is visible. The main area contains a table of chat items. The first row is 'Chat Title' with 'General chat' below it. The second row is 'New Chat Room' with 'Chat of the day.' below it. A context menu is open over the 'New Chat Room' row, with the 'Edit' option highlighted. The menu options are 'Enter Chat', 'Edit', 'View Sessions', and 'Delete'.

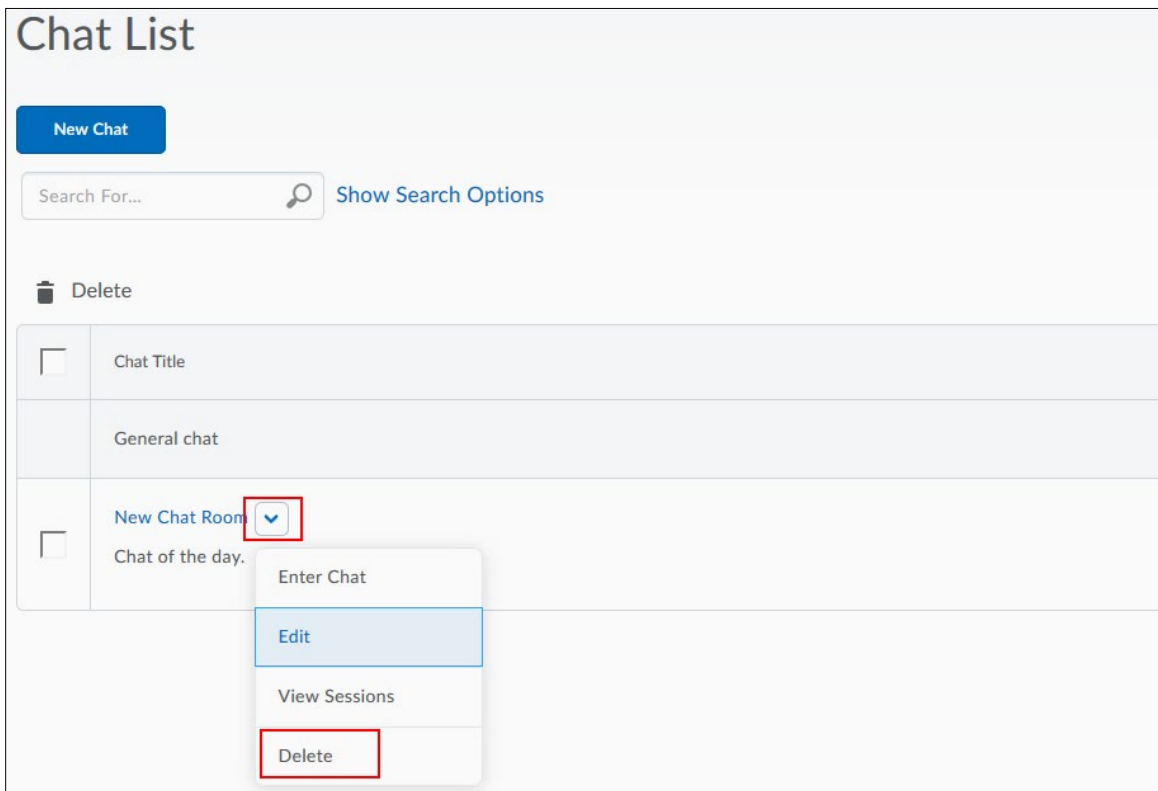
Step 2: The **Chat Properties** page opens up. Make your changes. Select **Save**.



The screenshot shows the 'Chat Properties - New Chat Room' page. The 'Title*' field contains 'New Chat Room for July 10th'. The 'Type' is set to 'General chat'. The 'Description' field contains 'Chat for topic of Pearl Harbor.' and has a rich text editor toolbar above it with options for Paragraph, Bold, Italic, Underline, List, Font Family, Size, and background color. At the bottom left, the 'Save' button is highlighted.

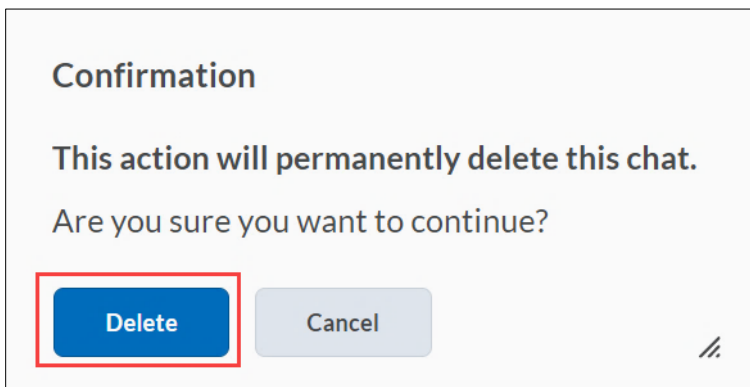
Delete a General Chat Room

Step 1: On the Chat List page, select **Delete** from the context menu of the chat you want to delete.



The screenshot shows the 'Chat List' interface. At the top left is a blue 'New Chat' button. Below it is a search bar with the placeholder text 'Search For...' and a magnifying glass icon, followed by a link 'Show Search Options'. A trash can icon with the text 'Delete' is positioned above a table of chat items. The table has two columns: 'Chat Title' and 'General chat'. The first row is 'General chat'. The second row is 'New Chat Room' with a dropdown arrow, and below it, 'Chat of the day.'. A context menu is open over the 'New Chat Room' row, containing the following options: 'Enter Chat', 'Edit', 'View Sessions', and 'Delete'. The 'Delete' option is highlighted with a red box.

Step 2: Select **Delete** in the confirmation message.



The screenshot shows a 'Confirmation' dialog box. The title is 'Confirmation'. The main text reads: 'This action will permanently delete this chat. Are you sure you want to continue?'. At the bottom left, there are two buttons: a blue 'Delete' button and a grey 'Cancel' button. The 'Delete' button is highlighted with a red box. A close icon (two diagonal lines) is located at the bottom right of the dialog.