A WebCT Guide for MTSU Faculty

Communication Tools – WebCT Mail WebCT Discussion, and WebCT Chat tools

ITD – Faculty Instructional Technology Center

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Communication Tools – WebCT Mail, WebCT Discussion, and WebCT Chat tools

Using the WebCT Mail

Add the Mailtool: The Mail tool only allows you to send messages within the course. Although you can forward mail to an outside mail address, you cannot send mail from an outside address and have it reach the people at their WebCT mail addresses.

As with any **WebCT** tool, you must add Mailto your course before you can use it.

To add the Mail tool

1. Click **Add Page or Tool** on the Navigation Bar. The **Add Page or Tool** screen appears.
2. Under **Communication Tools**, select **Mail**. The Add Mail screen displays.
3. Type the title for the Mailpage in the appropriate text box.
4. Under **Decide** where to show this item in your course, check the boxes specifying where you want the Mail link to display.
   a. Selecting On the Course Menu displays the hyperlink on the Course Menu visible on all pages.
   b. Selecting On an Organizer page displays the hyperlink on an existing page. The choices available in the drop-down box are the pages you have previously added to your course.

      Note: To look at the structure of your course as it exists in order to select where to display the link, click Course Map in the header.
5. To specify the appearance of the link on a corner page, select Link shows title if you want the link to appear as text only. Select Link shows icon if you want the link to appear as an icon only. Select both if you want an icon with a text title.
6. To choose the image for the icon on a course page:
   a. Select Default icon to use the WebCT default icons.
   b. Select Choose and click Browse to select an image from the WebCT built-in files, or an image you have previously created and uploaded.
7. Click **Add.** The Mail tool is added to your course.

Reading Mail Messages

- You can use the **Mail** tool to list and view any messages that you receive. To view a Mail message
- From the **MailFolders** table, click the folder that contains the mail that you would like to read. The Mai Message screen appears.
- To display any mailthat was just sent, click Update Listing.
- Click the hyperlink to the message that you would like to read. A window opens, displaying the message.

Note: Only unread messages are listed in the default view. To view all messages, click Show All. In addition, in the default view, messages are presented by thread; to view in chronological order, click Unthreaded.

- If the mailincludes a file attachment you will see a paper clip icon. For security reasons, it is recommended that you download the attachment to your own computer before you view it.
- To download the file attachment:
  - Click the paper clip icon. The Attachments window opens.
  - Select the file you want to download and click Download.

  - Follow the instructions for downloading from your browser.
  - When the download is complete, click Close to return to the message window.
- When you have finished reading the message, click Close. The MailMessages screen appears.

Composing Messages

You can use the **Mailtool** to compose and send messages to course participants. To compose a message

1. From the **MailFolders table**, click **Inbox**. The Mail Messages Inbox screen appears.
2. Click Compose Message. The Compose MailMessage window appears.
   Complete the Send to text box by either:
   - Typing the name of the recipient(s).
   - Clicking **Browse** to view the list of possible recipients. To select a recipient, click his or her name. To select more than one recipient, hold down the SHIFT key while selecting names. When you are finished selecting recipients, click Select.
3. Complete the subject line and type your message in the text box. Blank subjects or messages are not allowed.
4. If you would like to attach a file:
   - Enter the filename of the attachment or click Browse to locate it on your computer.
   - Click Attach File. The filename appears.
   - Check the check box next to the filename.
5. Click **Send**. The mail is sent and a copy is placed in the Outbox folder.

Replying to and Forwarding Messages

In addition to composing original mail messages, you can reply directly to messages that you received or forward received messages to other Mail users.

To reply to a message

1. From the MailFolders table, click the folder that contains the message that you would like to reply to. The Mail Messages screen appears.
2. Click the message that you would like to reply to. The message window opens.
3. Click **Reply**. The Compose MailMessage window appears, with the Send to and Subject lines completed.
4. Type your message in the text box.

If you would like to attach a file:

1. Enter the filename of the attachment or click Browse to locate it on your computer.
2. Click **Attach File**. The filename appears.
3. Check the check box next to the filename.
4. Click **Send**. The mail is sent and a copy is placed in the Outbox folder.

To forward a message to another Mail user

1. From the **Mail Folder** table, click the folder that contains the mail that you would like to forward. The Mail Messages screen appears.
2. Click the message that you would like to forward. The message appears.
3. Click **Forward**. The Compose Message window appears.
4. Complete the Send to text box by either:
   a. Typing the name of the recipient(s).
   b. Clicking **Browse** to view the list of possible recipients. To select a recipient, click his or her name. To select more than one recipient, hold down the SHIFT key while selecting names. When you are finished selecting recipients, click Done.

5. Type your message in the text box.
6. If you would like to attach a file:
    a. Enter the filename of the attachment or click Browse to locate it on your computer.
    b. Click **Attach File**. The filename appears.
    c. Check the check box next to the filename.
7. Click **Send**. The mail is sent and a copy is placed in the **Outbox** folder.

Marking Messages as Read or Unread

To facilitate the organization of your Mail contents, you can choose to mark selected messages as read or unread. Alternately, you can choose to mark all messages as read (although you cannot mark all messages as unread).

To mark selected mailas read or unread

1. From the **MailFolders** table, click the folder that contains the mail that you would like to mark. The Mail Messages screen appears.
2. Display the messages that you would like to mark. By default, only unread messages are listed; to view all messages, click Show All.
3. Select the messages that you would like to mark.
4. From the Apply to selected message(s) below drop-down list, select Mark Read or **Mark Unread**.
5. A confirmation dialog box displays.
6. Click **OK** to confirm. The updated Mail Messages screen appears.

To mark all mailas read

1. From the **Mail Folders** table, click the folder that contains the mail that you would like to mark. The Mail Messages screen appears.
2. Display the messages that you would like to mark. By default, only unread messages are listed; to view all messages, click Show All.
3. Click Mark all as read. A confirmation dialog box displays.
4. Click **OK** to confirm. The updated MailMessages screen appears.

Searching Mail

You may search Mailmessages using the following criteria:

- Full name of the message writer
- User name of the message writer
- Thread subject
- Unique message number
- Date that the message was sent
- Content of the mailmessage

To search mailmessages

1. From the **Mail Folders** table, click any folder. The Mail Messages screen appears.
2. Click **Search**. The Search Mail screen appears. Choose your search parameters:
3. From the Search drop-down box, select **All** or **Unread**.
4. From the Folder drop-down box, select the folders to search.
5. From the Criteria drop-down box, select the criteria.
    - None: no criteria.
    - First Name: first name of the message writer
    - Last Name: last name of the message writer
    - User ID: user name of the message writer

- Subject: the thread subject
- Message No: the unique message number associated with each message
- Date: the date that the message was sent
- Message: any of the words in the text of the mail message

6. From the **Comparison** drop-down box, select how the information entered in the Value text box will be compared with the filter.
   - **Contains:** retrieves messages that match any part of the text or numbers entered in the Value text box.
   - **Equals:** retrieves messages that match exactly the text or numbers entered in the Value text box.
   - **Before**: in combination with the Date or Number filter, retrieves all messages before the date or number entered in the Value text box. In combination with a text filter (Name, Subject, and Message), retrieves all messages containing letters that occur alphabetically before the word entered in the Value text box.
   - **After:** in combination with the Date or Number filter, retrieves all messages after the date or number entered in the Value text box. In combination with a text filter (Name, Subject, and Message), retrieves all messages containing letters that occur alphabetically after the word entered in the Value text box.
   - **Starts with:** in combination with a text filter (Name, Subject, Message), retrieves messages with words that begin with the letter entered in the Value text box.
   - **Ends with**: in combination with a text filter (Name, Subject, Message), retrieves words that end with the letter entered in the Value text box.
7. In the **Value** text box, type the words or numbers to be searched. If you have selected the Date filter, type the date in the format dd,mm,yyyy. Include the commas.
8. Click **Search**. The Mail Messages screen appears, listing all messages that satisfy your search requirements.

Compiling and Saving Messages

This feature allows you to select mail messages, compile them into one file and download the file to your computer.

To compile and save a group of messages

From the MailFolders table, click the folder that contains the mail that you would like to compile and download. The Mail Messages screen appears.

1. Select the messages to choose from:
   - To choose from all messages, click the **Subject** textbox.
   - To choose from all unread messages, click **Unread**.
2. Select the order in which the messages will be presented
   - For chronological order, click **Unthreaded**.
   - For threaded, click **Threaded**. (Threads are created when someone replies to a message. The first message is shown with the subject above; the reply is shown underneath and is indented under the original message.
3. From the list of messages, select the messages to be compiled, then click **Compile**.
4. The compiled messages appear.
5. Click **Download**. Your browser's file download window appears.
6. Select the save to disk option and follow your browser's instructions for downloading the file.
7. When the download process is completed, click **Close**.

Using the Clipboard

You can copy a list of student records and paste them into Mail. For example, you could list students with failing grades, then copy and paste these records into a message encouraging them to seek tutorial help.

To copy student names to the clipboard,

In **Manage Course** select **Manage Students** to list a subset of students or search student records:

1. Under the **Advanced Options** heading, select **Copy** records.
2. Click **Go**. These student records can now be retrieved by clicking Clipboard in the Compose Message window.

Saving a Draft Message

You can use the Save Draft feature to save your work on a message that you are not ready to send.

To save a message as a draft

From the Mail Folders table, click Inbox. The Mail Messages screen appears.

1. Click **Compose Message**. The Compose Message window appears.
2. Complete the **Send** to text box by:
   - Typing the name of the recipient(s).
   - Clicking Browse to view the list of possible recipients. To select a recipient, click his or her name. To select more than one recipient, hold down the SHIFT key while selecting names. When you are finished selecting recipients, click Select.
3. Complete the subject line and type the draft of your message in the text box.
4. Click **Save Draft**. The message is placed in the Draft folder.

After saving a message as a draft, you can access it at any time, finish your work on it and send it.

To send mailthat was stored as a draft

1. From the **Mail Folders** table, click **Draft**. The Mail Messages Draft screen appears.
2. Click the hyperlink to the message that you want to send. The message opens.
3. Click **Edit**. The Compose Message window appears.
4. Edit your message as needed.
5. Click **Send**. The mail is sent and a copy is placed in the Outbox folder.

Creating and Managing Threaded Discussion Boards

Discussions Overview

Discussion allows you, your students and your teaching assistants to send, read and search for messages. You can also create topics, which center discussion on particular subjects. Topics can be public or private. Everyone in your course can access public topics, while private topics are available only to selected students and teaching assistants. By default, Discussions contains three public topics:

- **All:** contains all message from all public topics
- **Main**: the main discussion area
- **Notes:** messages related to a page of content in a Content Module.

Reading and Posting Messages

You can use the **Discussions tool** to compose and post messages to a course discussion. You may also read messages posted by other Discussion participants and post replies to them if you so desire.

To compose and post a message

1. From the **Discussions** table, click the topic that you want to post a message to. The Messages screen appears.
2. Click **Compose Message**. The Compose Discussion Message window opens.
3. From the Topic drop-down list, select the topic to post the message to.
4. Complete the Subject field and type your message in the designated text box. Blank subjects or messages are not allowed.
5. If you want to attach a file:
6. In the text box next to the paperclip icon, enter the filename of the attachment. If you do not know the filename, click Browse to locate it in you're My-Files folder.
7. Click **Attach File**. The filename appears.
8. Select the check box next to the filename.

   Note: While in the Compose Message window, you can click Preview to view your message as it will appear in the discussion. To return to the Compose Message screen, click Edit.
9. Click **Post**.

   Tip: While in the Compose Message window, you may cancel your entry at any time by clicking Cancel. The window closes and your work is lost.

Reading, Replying to and Quoting Posted Messages

After reading a posted message, discussion participants have the option of posting a message in direct reply. The reply may include a quote from the existing message as well.

To read a message

1. From the **Discussions table**, click the topic that contains the messages that you want to read. The Messages screen appears.
2. To display any messages that were just sent, click **Update Listing**.

   Note: Only unread messages are listed; to view all messages, click Show All. In addition, by default, messages are presented by thread; to view them in chronological order, click Unthreaded
3. Click the hyperlink to the message that you want to read. A window opens, displaying the message.

4. If the message includes a file attachment you will see a paper clip icon. For security reasons, it is recommended that you download the attachment to your own computer before you view it.
5. To download the file attachment:
   a. Click the paper **clip icon**. The Attachments window opens.
   b. Select the file you want to download and click Download.
   c. Follow the instructions for downloading from your browser.
   d. When the download is complete, click **Close** to return to the message window.
6. When you have finished reading the message, click **Close**. The Messages screen appears.

To reply to a message

1. Open the message to which you want to respond.
2. Click **Reply** in the header of the message window.
   Tip: If you want to include the text of the message you are responding to, click Quote instead.
3. Enter your message in the designated text box. Blank subjects or messages are not allowed.
4. If you want to attach a file:
   a. Enter the filename of the attachment.
   b. Click **Attach File**. The filename appears.
   c. Select the check box next to the filename.
   Note: While in the Reply to Message window, you can click Preview to view your message as it will appear in the discussion. To return to the Reply to Message screen, click Edit.
5. Click **Post**.

Navigating the Discussions Tool

The Discussions table includes headings listing the following information:

- The current discussion topics.
- The number of unread messages in each topic
- The total number of messages in each topic
- The status of the topic (public or private, unlocked or locked, or anonymous)

The **Discussions table** links to the Main view for the tool. From the Main view, you can perform a variety of functions related to navigating and managing Discussions. These include:

- Displaying threaded and unthreaded messages
- Selecting messages and marking them as read or unread
- Using Manage Messages to move or delete messages

Displaying Threaded and Unthreaded Messages

You can choose to view Discussion messages either in order of their appearance in a discussion thread (Threaded) or in the order they were posted to the Discussions tool (Unthreaded).

To view messages as Threaded or Unthreaded:

1. From the **Discussions table**, click the discussion topic you want to view.
2. On the upper side of the screen there is a Threaded/Unthreaded pairing, with one word, a link and the other normal text. The word in plain text describes the current view of postings.
3. If you want to change the view, click Threaded or Unthreaded as appropriate

Selecting Messages for Marking as Read or Unread

From the **Main view**, you can select specific messages and mark them as either read or unread.

To select and mark messages as read or unread

1. From the Discussions table, click the topic that contains the messages that you want to mark. The Messages screen appears.
2. Display the messages that you would like to mark. By default, only unread messages are listed; to view all messages, click Show All.
3. Check the check boxes next to the appropriate messages.
4. Select the message options, then **Mark as read** or **Mark as unread**.

Moving and Deleting Messages

You can use **Designer Options** to move a message from one topic to another. In addition, you can delete any messages that you wish to remove entirely from the discussion. You also have the option of deleting all the messages in a given topic.

1. To move a message
2. From the Discussions table, click the topic that contains the message(s) that you want to move. The Discussion Messages screen appears.
3. Click **Designer Options**. Towards the bottom of the screen, you will see a Move to drop down menu.
4. Select Topic and choose a topic from the drop-down list.
5. Select the message(s) you wish to move.
6. Click **Go.**

To delete specific messages

1. From the Discussions table, click the topic that contains the message(s) that you want to delete. The Discussion Messages screen appears.
2. Click **Designer Options**. Towards the bottom of the screen you will see a delete button.
3. Make sure you have the messages you want to delete selected then select Delete.
4. WebCT presents you with a warning dialog box. Click **OK** to confirm the deletion.

To delete all messages from a topic

1. From the Discussions table, click the topic that contains the messages that you want to delete. The Discussion Message screen appears.
2. Click the checkbox next to the status. This will select all messages. If you want to deselect a message, just click the checkbox of that message to deselect.
3. Click **Designer Message Options** on the upper right hand corner.
4. Then on the bottom of the screen, you will see a Delete button. Select Delete.
5. WebCT presents you with a warning dialog box.
6. Click **OK** to confirm the deletion.

Advanced Discussions Functions

From the Discussions tool's Main view, you can perform certain advanced functions related to navigating and managing Discussions. These include:

- Searching messages
- Selecting messages and compiling them

Searching Messages

You may search Discussion messages by:

- First name of the message writer
- Last name of the message writer
- User ID of the message writer
- Thread subject
- Unique message number
- Date that the message was sent

- Content of the mail message

To search messages

1. From the Discussions table, click any folder. The Messages screen appears.
2. Click Search. The Search Topics window opens.
   a. Choose your search parameters:
   b. From the Topic drop-down list, select the topics to search.
      - From the Criteria drop-down list, select the Criteria.
      - **None**: no criteria.
      - **First Name**: first name of the message writer
      - **Last Name**: last name of the message writer
      - **User ID**: user name of the message writer
      - **Subject**: the thread subject
      - **Message no**.: the unique message number associated with each message
      - **Date:** the date that the message was sent
      - **Message**: any of the words in the text of the mailmessage
   c. From the Comparison drop-down list, select how the information entered in the Value text box will be compared with the filter.
      - **Contains**: retrieves messages that match any part of the text or numbers entered in the Value text box.
      - **Equals:** retrieves messages that exactly match the text or numbers entered in the Value text box.
      - **Before:** in combination with the Date or Number filter, retrieves all messages before the date or number entered in the Value text box. In combination with a text filter (Name, Subject, and Message), retrieves all messages containing letters that occur alphabetically before the word entered in the Value text box.
      - **After:** in combination with the Date or Number filter, retrieves all messages After the date or number entered in the Value text box. In combination with a text filter (Name, Subject, and Message), retrieves all messages containing letters that occur alphabetically after the word entered in the Value text box.
      - **Starts with**: in combination with a text filter (Name, Subject, Message) retrieves words that end with the letter entered in the Value text box.
      - **Ends with**: in combination with a text filter (Name, Subject, Message) retrieves words that end with the letter entered in the Value text box.
   d. In the Value text box, type the words or numbers to be searched. If you have selected the Date filter, type the date in the format dd,mm,yyyy. Include the commas.
   e. Click Search. The Messages screen appears in the original browser window, listing all messages that satisfy the search requirements.

Downloading and Saving Files

You can download individual messages by clicking the Download button in the Message window. Alternately, you can select a group of messages in the Main view and compile them into one downloadable file.
Note: Both individual and compiled messages are downloaded as text files. They can be read using a text editor, such as Notepad, or opened in Microsoft Word.

To download a single file

1. From the Discussions table, click the topic that contains the message you want to download. The Messages screen appears.
2. Click the desired message.
3. Click **Download**. Your browser's file download window appears.
4. Select the **Save** as option and choose the saving location.

5. When the download is complete, click **Close** to exit the Message window.

To compile and download files

1. From the Discussions table, click the topic that contains the messages that you want to compile and download. The Messages screen appears.
2. Select the messages to choose from.
   a. To choose from all messages, click **Show All**
   b. To choose from all unread messages, click Show Unread
3. Select the order in which the messages will be presented.
   a. For chronological order, click **Unthreaded.**
   b. For threaded, click Threaded. (Threads are created when someone replies to a message. The first message is shown with the subject above; the reply is shown underneath and is indented under the original message.)
4. Select the messages you want to compile.
5. On the top right hand corner, click **Designer Options**. It will take you to the bottom of the screen and you will see a Compile button. Select **Compile**.
6. The Compiled Messages window opens, displaying the selected messages.
7. Click **Download**. Your browser's file download window appears.
8. Select the **Save to disk** option and choose the saving location.
9. When the download is complete, click **Close** to exit the Compiled Messages window.

Setting Topics for Your Discussion Board

Use topics to organize your discussion messages. Set them up before the class begins or before a particular discussion topic begins. When you or your students compose a message, the appropriate topic can be chosen from the drop down menu.

Setting Access to a Topic

When you add a topic to Discussion, it automatically becomes a public topic, accessible to all users. However, you also have the option of making it a private topic and making it accessible only to specific Discussion participants.

Creating a Private Topic

To create a private topic, you first add the topic and then give it private status. From there, you assign members to it. To create a private topic:

1. From the **Discussions** screen, click **Designer Options**.
2. You will see all your topics. In the right hand corner, under options, select Create Topic.
3. Type the topic name in the text box.
4. Click **Create**. The new topic appears in the Topic Settings table.
5. In the Topic table, check the Private checkbox adjacent to the topic that you want to make private.
6. Click **Update**.
7. To manage who can access the discussion board, click Manage Members. The Discussion Topic has to be private in order for you to manage members.
8. WebCT will take you to a new window.
9. Click on **Select Members**.
10. Check the students that you want to add.
11. Click **Update**.
12. Click **Done**.

Changing a Topic's Access

Once a topic has been added, you can choose to change its access at any time. However, if you change a private topic to a public topic, its member list will be lost permanently.

To make a topic private

1. From the **Discussions** screen, click **Designer Options**.
2. In the Topic table, check the Private check box adjacent to the topic that you want to make private.
3. Click on the checkbox left of the topic name to select the topic.
4. Click **Manage Members** under Options.
5. Click **Select Members**.
6. Check the students you want to add, and then click Update.
7. Click **Done**.

To make a topic public

1. From the **Discussions** screen, click **Designer Options**.
2. In the Topic table, uncheck the Private check box adjacent to the topic that you want to make public.
3. Click Update.
   Warning: If you make a private topic public, the topic's member list will be lost permanently.

Managing Topic Members

Once you have established a topic as private, you can choose to add or delete topic members at any time.

To add private topic members

1. From the Discussions screen, click **Designer Options**. The Settings screen appears.
2. Click the Checkbox next to the topic to select it.
3. Click **Manage Members**.
4. Click **Select members.**
5. Click the checkbox of students you want to add.
6. If you want to add a large number of students at once, just check the status checkbox and this will select all of the students, and later if you want to deselect any students, you can deselect the checkbox near their name.
7. Click **Update.**
8. Then Click **Done**.

To delete private topic members

1. From the Discussions screen, click Designer Options. The Settings screen appears.
2. Click the Checkbox next to the topic to select it.
3. Click **Manage Members**.
4. Click **Select members**.
5. Click the checkbox of students you want to delete.
6. Click **Update**.
7. Then Click **Done.**

Anonymous Postings

If you wish, you can give Discussion participants the option of posting messages anonymously to a given topic.

To allow anonymous postings for a topic

1. From the **Discussions** screen, click **Design Options**. The Settings screen appears.
2. In the Topic Settings table, check the Anonymous check box adjacent to the topic in which you want to allow anonymous postings.
3. Click **Update.**
   Note: You can choose to remove anonymous-postings privileges for a topic by unchecking the appropriate Anonymous checkbox in the Topic Settings table.

Locking a Topic

If you want to close a topic to any further discussion, you can lock it. When a topic is locked, no further messages can be posted to it.

To lock a topic

1. From the Discussions screen, click Designer Options. The Settings screen appears.
2. In the Topic Settings table, check the Locked check box adjacent to the topic you want to lock.
3. Click **Update**.
   Note: You can choose to unlock a topic by unchecking the appropriate Locked checkbox in the Topic Settings table.

Using WebCT Virtual Chat Rooms

Chat Overview

Chat allows you, your students and your teaching assistants to have real-time conversations online. There are four general-purpose chat rooms and one general forum for the course. There is also a general chat room for all courses, which is a room accessible by everybody from all courses situated on the same server.

Conversations in the four general-purpose rooms are recorded. Only the designer/instructor can see these records.

Adding Chat

As with any WebCT tool, you must add Chat to your course before you can use it.

To add Chat

1. Click **Add Page or Tool** on the Navigation Bar. The Add Page or Tool screen appears.
2. Under **Communication Tools**, select **Chat**. The Add Chat screen displays.
3. Type the title for the Chat page in the appropriate text box.
4. Under Decide where to show this item in your course, check the boxes specifying where you want the Chat link to display.
5. Selecting the **Course Men**u will make the chat visible on all pages. Link will appear as text.
6. Selecting On an **Organizer page** displays the hyperlink on an existing page. The choices available in the drop-down box are the pages you have previously added to your course.
7. To specify the appearance of the link on a course page, select Link shows title if you want the link to appear as text only. Select Link shows icon if you want the link to appear as an icon only. Select both if you want an icon with a text title.

8. To choose the image for the icon on a course page, select Default icon to use the WebCT default icons. Select **Choose and click** Browse to select an image from the WebCT built-in files, or an image you have previously created and uploaded.
9. Click **Add**. The Chat tool is added to your course.

Accessing and Participating in a Chat Session

To access the Chat screen, click on the Chat link, normally found on the Communication Tools page. From the Chat screen, you can enter any of the four general-purpose rooms, the general forum for the course, or the cross-course forum.

To enter a chat room

1. From the Chat screen, click the room that you would like to enter.
2. The Chat window appears. The Conversation Text Box displays all messages sent and received. The Current Users bar on the right shows the users presently in the room.
3. Once you have entered a chat room, you can participate by sending messages to everyone in the room, or by sending private messages to specific Chat participants.

To send a message to everyone in a chat room

1. Type your message in the text box below the label '**Enter your message below**.'
2. To send your message, press the **Enter key**. The message appears in the Output Interaction Box.
3. To send a private message
4. From the Users Logged On bar, select the recipient of the message. To select more than one recipient, hold the Shift key while selecting the names.
5. Type your message in the text box labeled Type your message below.
6. To send the message, press the **Enter** key. Your message appears in the Conversation Text Box of the selected recipient(s).
7. One other option for Chat session communication is to send a URL to other participants. They may then choose to open the URL in a separate browser window without exiting Chat.

To send a URL

1. If you want to send the URL privately, select the recipients from the **Current Users** bar.
2. Click **Send URL** in the lower right-hand side of the **Chat window**.
3. In the window that displays, enter the URL in the designated text box.
4. Click **Send**. The recipient(s) of the URL will be informed that you have forwarded the URL and asked whether they want to open it in a browser window.

Modifying the Chat Environment

As the instructor/designer, you have the option of renaming the four general-purpose chat rooms assigned to your course. In addition, all Chat participants can choose to activate the entry chime, which informs current participants of any new entries into a chat room.

To rename a chat room

1. From the **Chat** screen, select **Designer Options**.
2. Click **Modify** chat room names. The Edit Room Names screen appears.
3. Modify the room name as desired and click **Update**.
   Note: You can only modify the names of the four general-purpose rooms

To activate the entry chime

1. From the Chat screen, click any chat room. The Chat window appears.

2. Check the **Entry Chime** checkbox in the lower right-hand corner of the window. The chime now sounds whenever a new person enters any chat room. You will hear the chime both while in Chat and when you are working elsewhere in your course.

Accessing and Distributing a Chat Log

Only the course instructor/designer can access logs for the four general purpose rooms. Although students can't access the log, the course instructor/designer can choose to download a log file to be distributed to students electronically.

To access and distribute a log file:

1. From the Chat screen, select **Designer Options**.
2. Under **Options**, from the View room log drop-down list, select a room.
3. Click **Go**. The Chat Log screen appears.
4. After viewing the log, cut and paste the log into a file for distribution to course participants. **Note:** You can also edit or download the files using Manage Files. The file names are in the format roomname.txt and are located in the Chat folder.

Student Homepages

Student Homepage Overview - Student Homepage facilitates the creation of a personal Web page, which contains information about the student, the projects they are working on, links to their favorite Web sites and any biographical info they feel like including. See **Student Tools** documentation for use of this tool.

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