

How Do I Create Chat and Whiteboard Rooms?

⇒ To create a chat or whiteboard room:

1. Under Course Tools, click **Chat**. The Chat screen appears.
2. Click **Create Chat or Whiteboard Room**.
3. Enter the Title and Description and select whether to *Show* or *Hide* the room.
4. Select the room type: *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
5. Enter the Maximum users you wish to access the room at one time.
6. Expand *More Options*. Select the settings and click **Save**.

More Options (Expand this area to see more options.)

User Permissions

- Allow users to hide or show Chat or Whiteboard in a combined room
- Allow private Chat messages
- Allow alias

Enable logging

- Maintain Chat room log

Save Cancel Save and Create Another

Editing Room Properties

- You can edit room settings to:
- allow for private messages
- allow members to use aliases
- limit the number of members in a room

⇒ To edit the properties of a chat room:

1. From the Chat screen, locate the chat room you want to edit and, from its ActionLinks menu, click **Edit Properties**.
2. Edit the title and description and choose the room type. Use *More Options* to set user permissions and room logging and click **Save**.