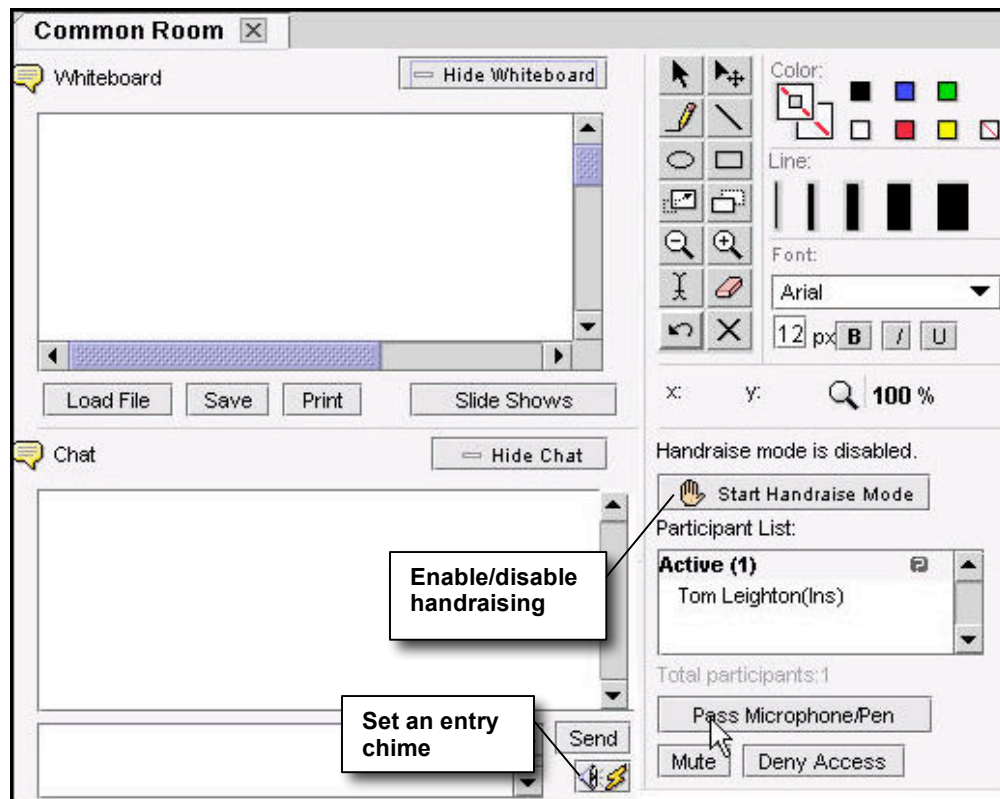


How Do I Manage Chat Sessions?

Facilitating Chat Sessions

Monitoring chat rooms ensures good information flow. The following features facilitate chat sessions:

Use...	to:
Chime Preferences	play a sound, flash the screen, or both as an entry chime to notify members another participant has entered the room. This helps maintain group awareness.
Handraise Mode	require students to “raise their hand.” You must call on them before they can contribute to the chat conversation.
Pass the Microphone	allow only the student who has “raised” his or her hand to “speak.”
Mute	prevent a member from contributing to the conversation.
Deny Access	remove a member from a room. You can allow them to join again later.
Enable Private Messages	allow members in the same room to exchange messages among themselves without others seeing the messages or being aware they have been sent.
Enable Logging	record conversations in a text file that can be reviewed.



Chat Window

⇒ To manage user participation:

1. Select a name in the Participant List to highlight it.
2. Click Pass Microphone/Pen, Mute, or Deny Access to perform the action for the selected person.

⇒ To send a private message, double-click a participant name, type a message, and Send.

Viewing Chat Room Logs

For rooms with logging enabled, instructors can view a text file of chat room conversations. For example, you may choose to review the logs of group assigned rooms to determine the level of member participation. Students can access the log if they missed a session, or if they just want to review the ideas discussed.

⇒ To view a chat room log:

1. From the *Chat* screen, locate the room for which you want to view a log and click its ActionLinks icon.
2. Select **View Log** to display it. You may print or clear the log.

