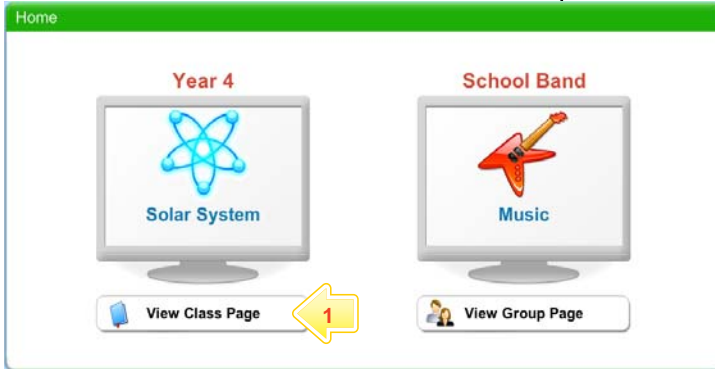


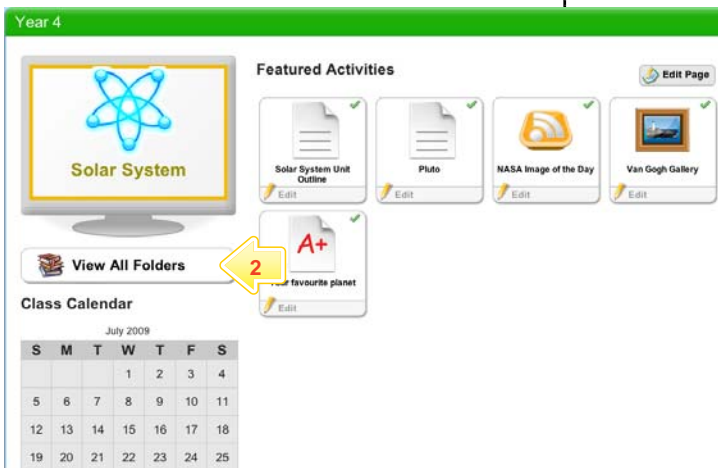
# Chat Room

## Creating new a Chat Session

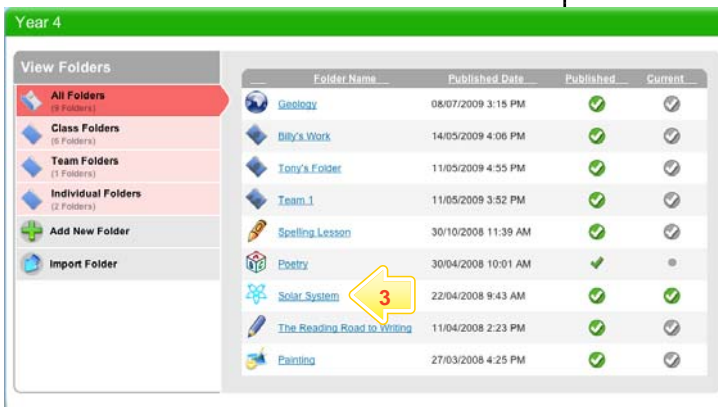
A Studywiz Chat Room activity provides a virtual location that allows students, teachers and parents to have live real-time conversations through the Studywiz interface. Teachers can set a start time and end time for the Chat and the entire chat is logged. The chat logs can be viewed at any time by Class Teachers, providing the potential for assessment.



- 1 Below the Class or Group in which you want to create the activity, click the **View Class Page** button.

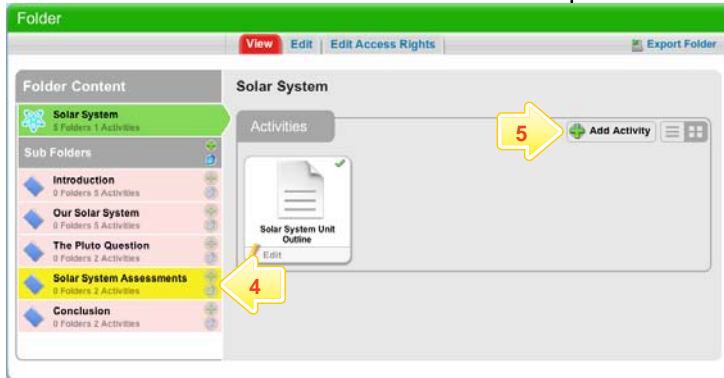


- 2 Click the **View All Folders** button.



- 3 Click the Folder to which you want to add the activity.

# Chat Room

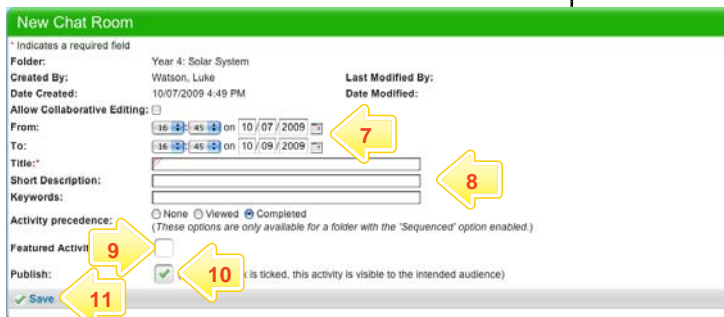


4 If you want to save the activity in a Sub Folder, click the Sub Folder.

5 Click the **Add Activity** button.



6 Click **Chat Room**.



7 In the **From** and **To** fields, set the times and dates between which you want the Chat to be available.

8 Enter a **Title**, a **Short Description**, and some **Keywords**. Separate keywords with spaces or commas.

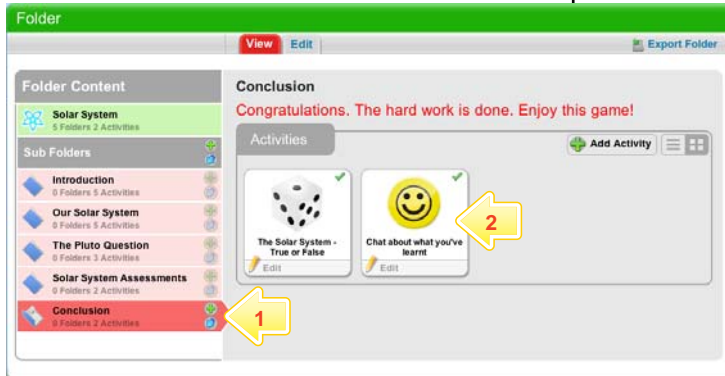
9 To set the Chat Room as a featured activity, select the **Featured Activity** checkbox.

10 If the Chat is ready to publish, select the **Publish** checkbox.

11 Click **Save**. The Chat session is saved.

# Chat Room

## Participate in a Chat

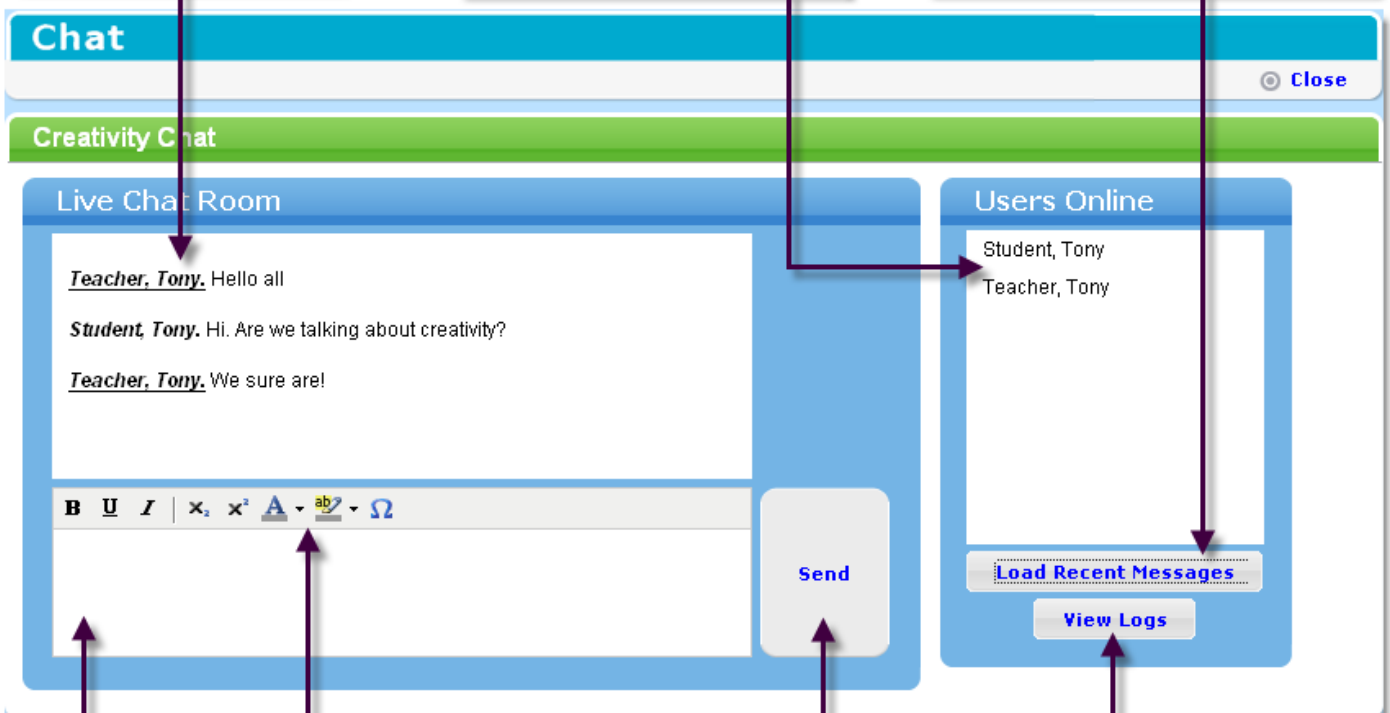


- 1 Open the Folder that contains the Chat.
- 2 Click the Chat. The Chat opens in a separate dialog box.

The Chat session text appears here.

The Chat room participants appear here.

Click **Load Recent Messages** to return to a session or to view latest additions to the Chat



Enter Chat text here.

Use the Rich Text Editor to format your Chat text.

Click the **Send** button to enter the text in the Chat session.

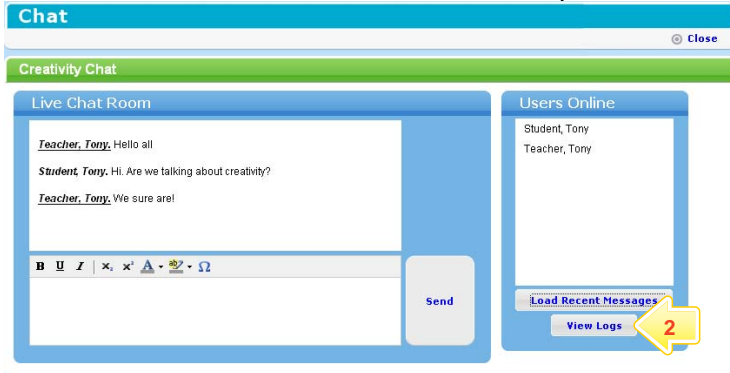
Click **View Logs** to view previous message entries and to search for specific text in a session.



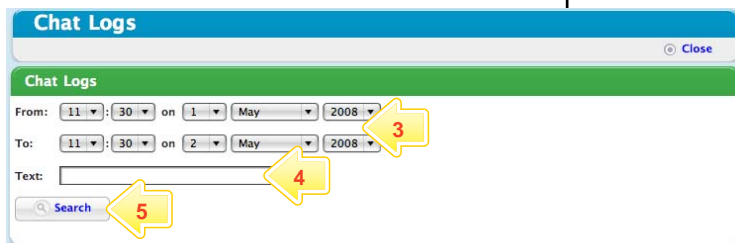
- 3 To close the Chat dialog box, click the **Close** button.

# Chat Room

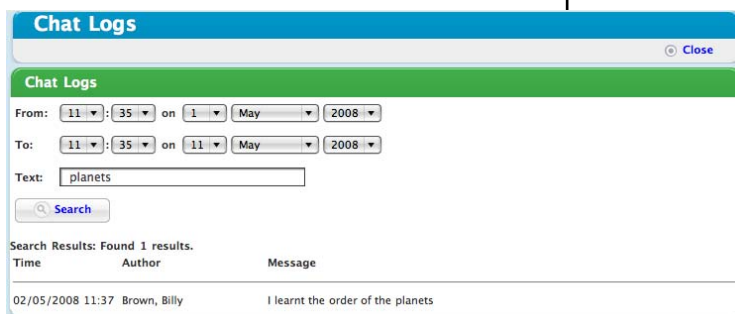
## View Chat Logs



- 1 Locate and open the Chat session.
- 2 Click **View Logs**. The Chat Logs dialog box appears.



- 3 In the **From** and **To** fields, set the times and dates between which you want to search the Chat.
- 4 Enter the **Search Criteria** (if appropriate).
- 5 Click **Search**. The search results appear at the bottom of the panel.



## Tips and Hints

- 1 Set a prerequisite for a Chat Room activity by clicking the **Add Prerequisite** button. This allows you to specify a Test or QAssessment that your students must complete before they can attempt the new activity.
- 2 Use an eBulletin or Calendar to promote the Chat session.
- 3 Lead the Chat by asking questions. Acknowledge and comment on answers by addressing participants by their names.
- 4 Use a Studywiz Chat as an informal real-time discussion about a topic. Chat sessions are a great way to get students talking and thinking about a particular subject.
- 5 Structure Chat sessions as part of a wider assessment task.

If you have any ideas for ways to use a Studywiz Chat, you're invited to share them with other teachers at the Studywiz Global Community – <http://studywizgc.org/>. Log in using the button on your Studywiz deployment.