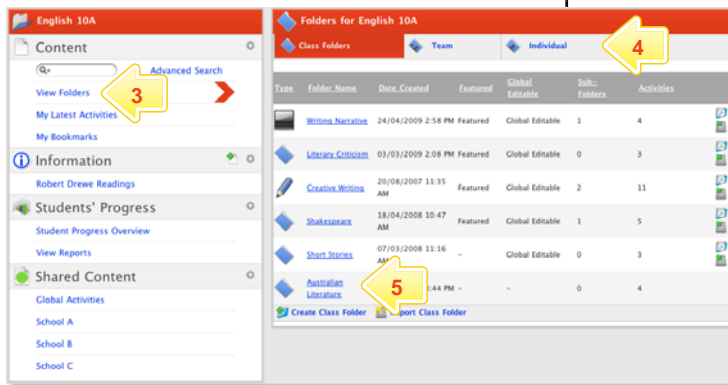# Chat Room

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.
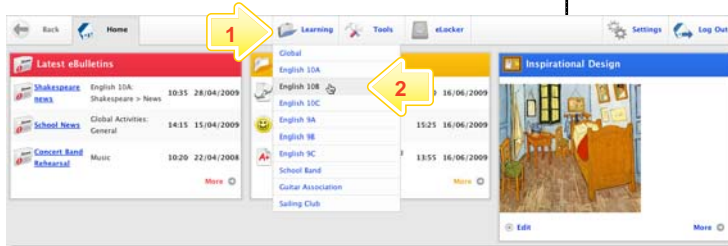
1 Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
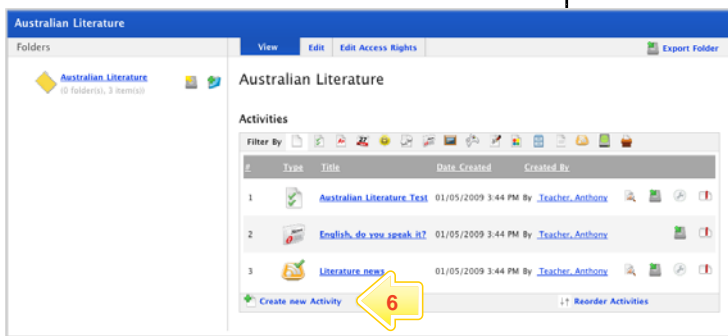
2 From the **Learning** drop-down, select the Class or Group in which you want to save the activity. The Class or Group page appears.
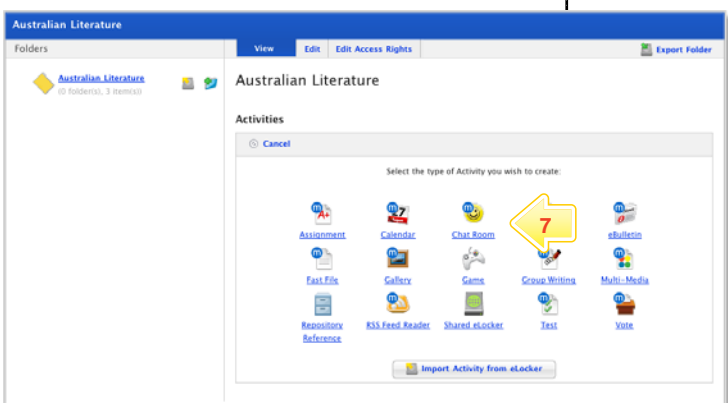
3 Click **View Folders**.

4 If you want to create the activity in a Team folder or an Individual folder, click the appropriate tab.

5 Click the folder in which you want to save the activity.

6 Click **Create new Activity**.

7 Click **Chat Room**.

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

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

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

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

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

Participate in a Chat

1 Navigate to the Chat and click the Chat title. The Chat activity opens in a new window.

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 seach for specific text in a session.
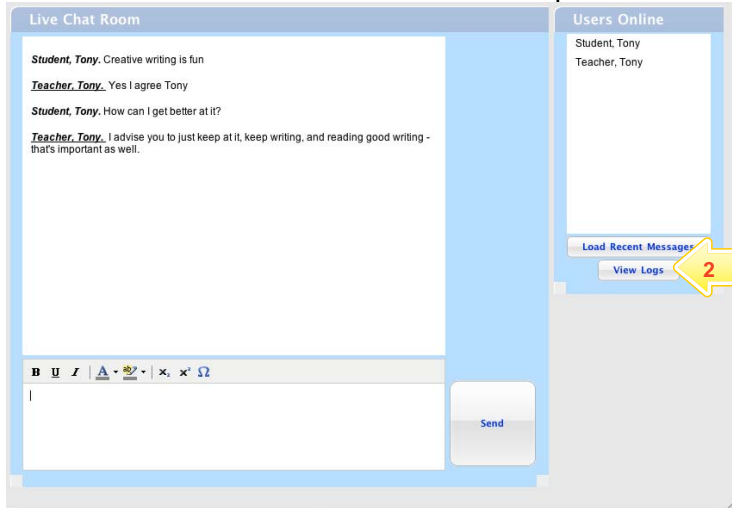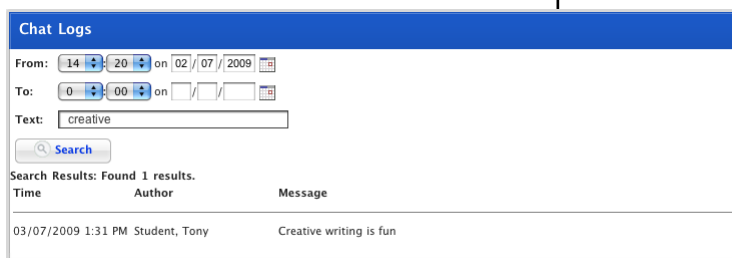
View Chat Logs

1 Locate and open the Chat session.

2 Click **View Logs**. The Chat Logs dialog box appears.
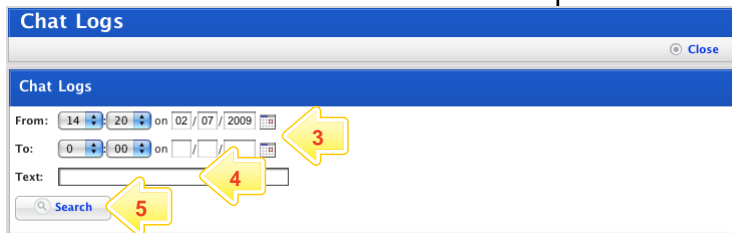
3 In the **From** and **To** fields, set the times and dates between which you want to search the Chat.

4 Enter the **Search Criteria** (if applicable).

5 Click **Search**. The search results appear at the bottom of the panel.

Tips and Hints

1 Use an eBulletin or Calendar to promote the Chat session.

2 Lead the Chat by asking questions. Acknowledge and comment on answers by addressing participants by their names.

3 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.

4 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.