

## MODULE S2 – USING CHAT

The Chat facility allows you to have synchronous discussions with fellow students and teaching staff.

- Select Chat from the Course Tools list on the left hand side of the screen. Figure 1.
- Choose the Chat Room that you wish to enter and click on the name of the room (your course tutors may add additional chat rooms). Figure 2.
- Inside the Chat Room you will see a screen similar to Figure 3. There are three key areas:-
  - **Whiteboard** – in this area you can share space with the other participants to add text, draw (using the tools to the right of the whiteboard) or upload files (for example image files – use the Load File option to browse for the file you want to add).
  - **Chat** – in this area you can see the comments that have been posted by other members of the room. To post your comments type in the box at the bottom and then click Send to post it to the Chat area where other participants can read it.
  - **The Participant List** shows you who is currently in the room

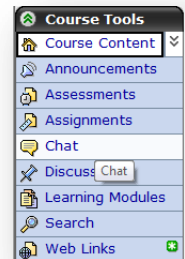


Figure 1

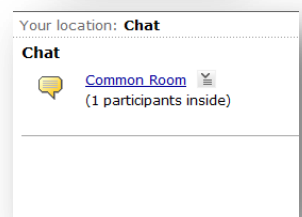


Figure 2

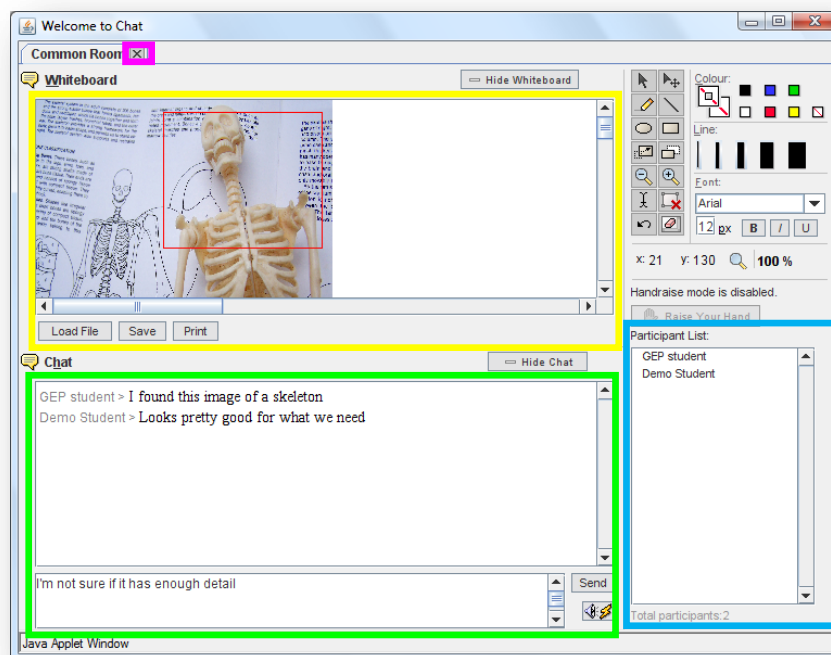


Figure 3

- To close the Chat Room click the close button (X) next to the Chat Room name (in this case Common Room).