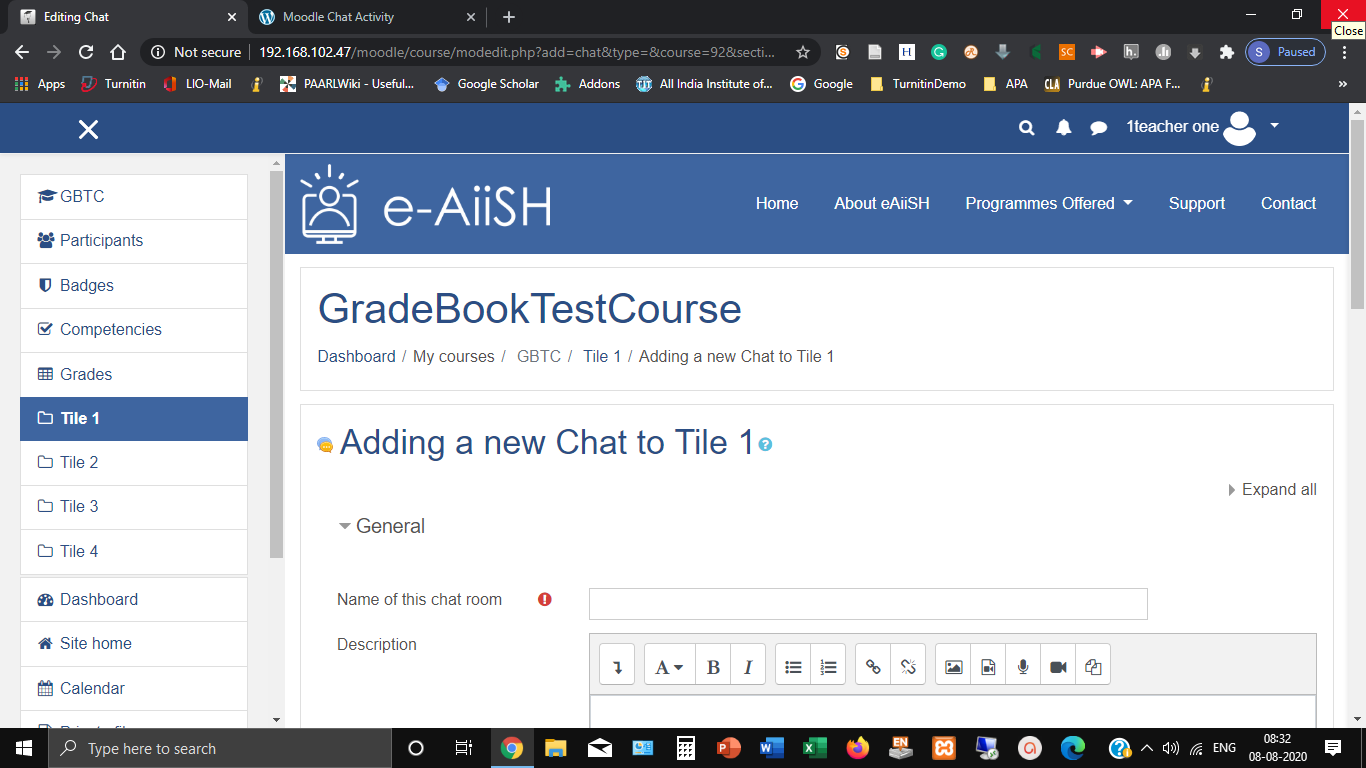
**Chat activity**

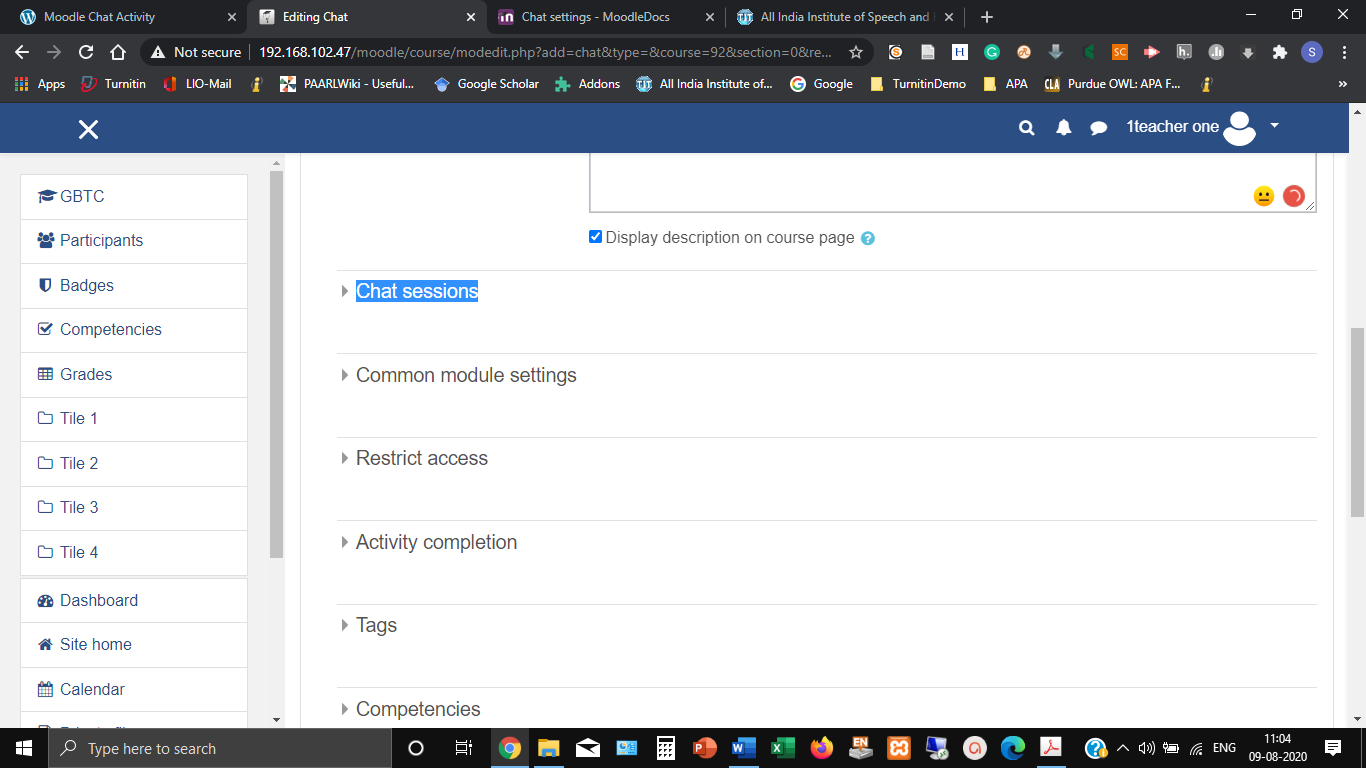
The chat activity facilitates real-time, instant (synchronous ) discussion between the teacher and students or among the students in a course on a topic of chosen by the teacher. Chat has an advantage over a **Forum** in that it takes place in Real Time. The students themselves cannot start a **Chat** unless theteacher ‘**create**’ it.

The **Chat Activity** like other activities in the Moodle can be created inside the Units or in the general area on the top. To create a Chat Activity:

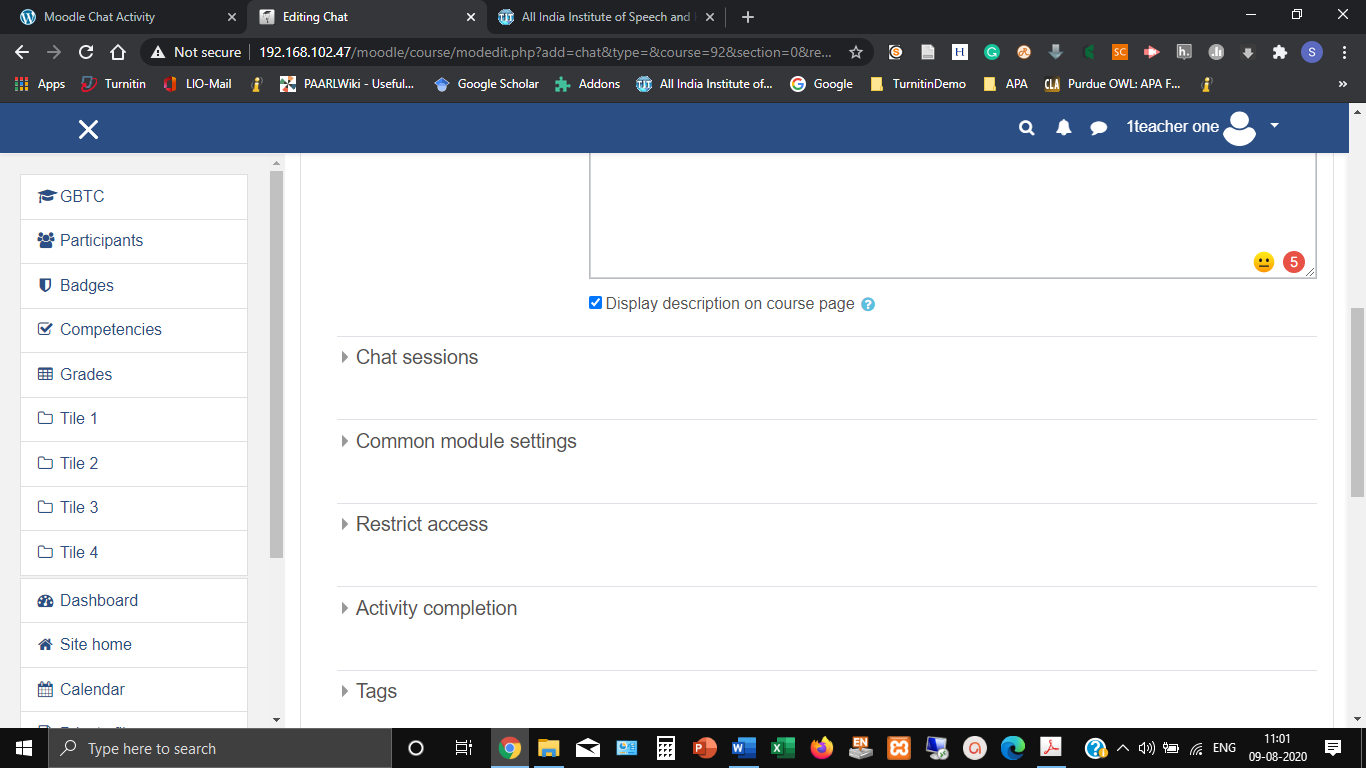
1. Click the gear icon on the top left
2. Decide the section/ place where you want to create the chat
3. Click the corresponding ‘Add an activity or resource’ button and select the Chat activity from the Activity Choser
4. In the resulting window shown in Figure 2 below, enter a meaningful name for the Chat Activity and in description explain the purpose of it. In order to bring the chatting specific to the topic and make the activity disciplined, the teacher can outline chat etiquette here.

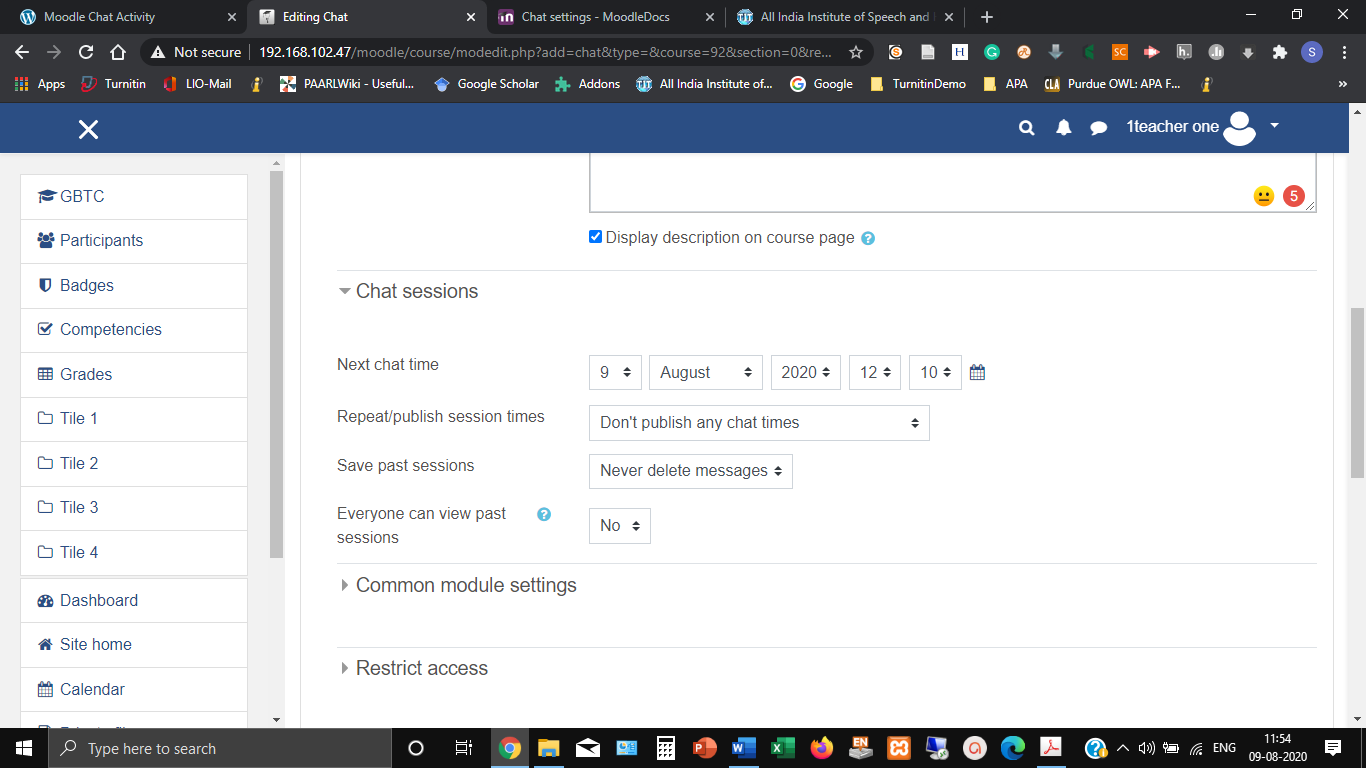


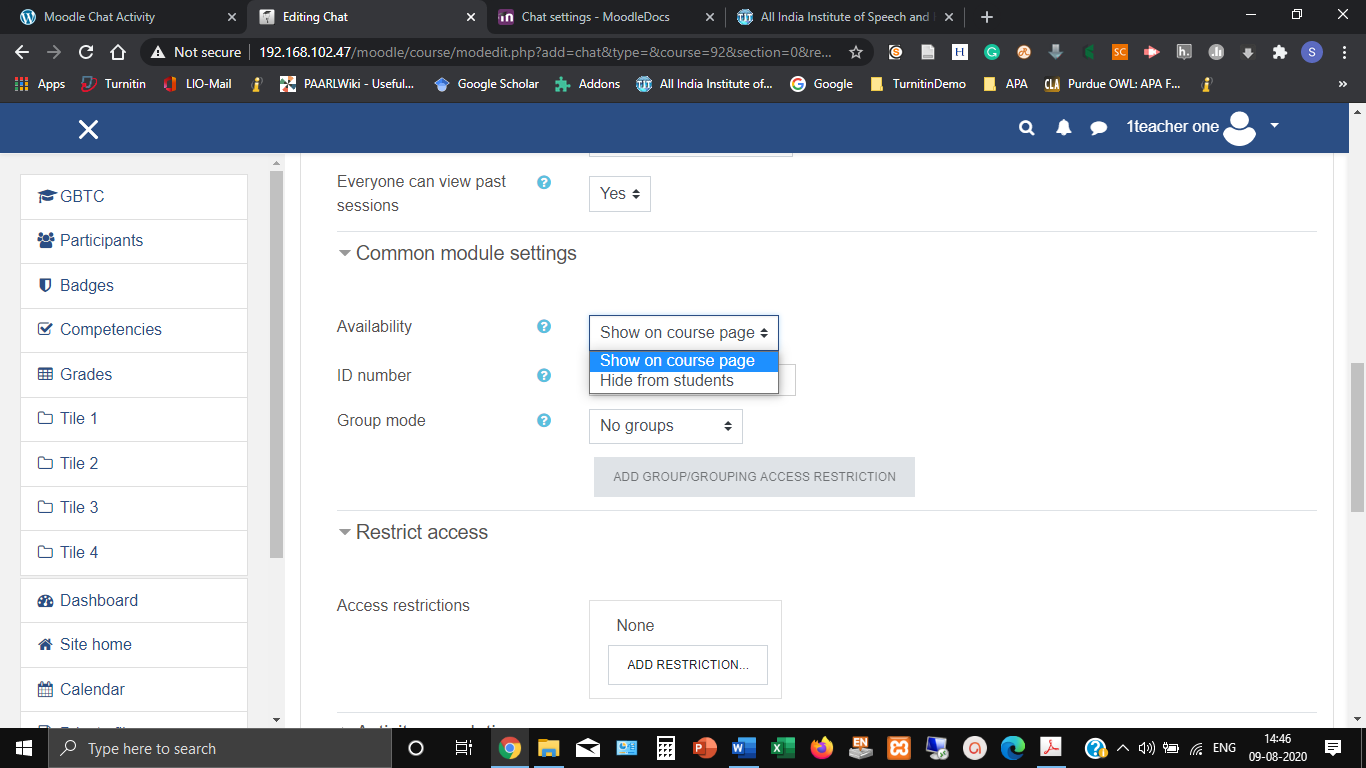
1. Enable ‘display description on the course front page’ option, if desired

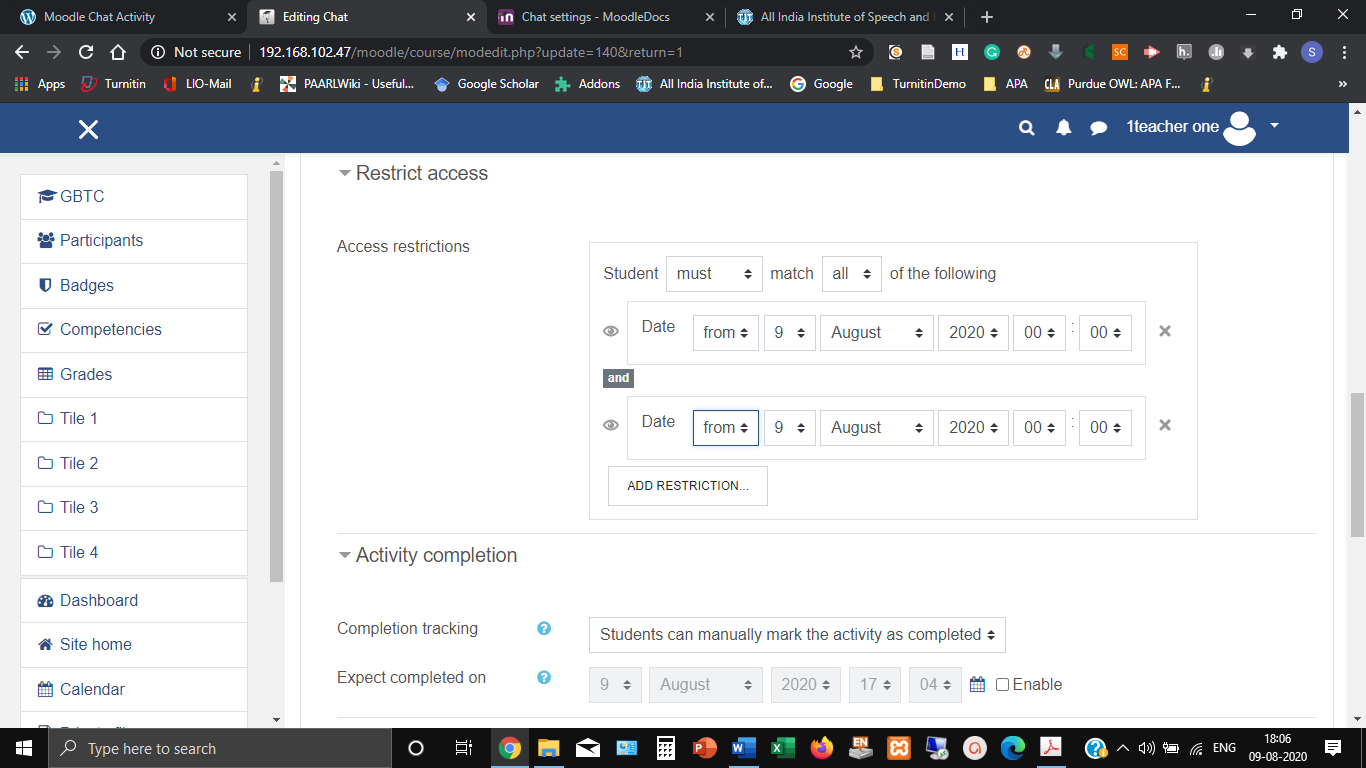


1. Click on **Chat sessions** link to expand the settings (Figure )

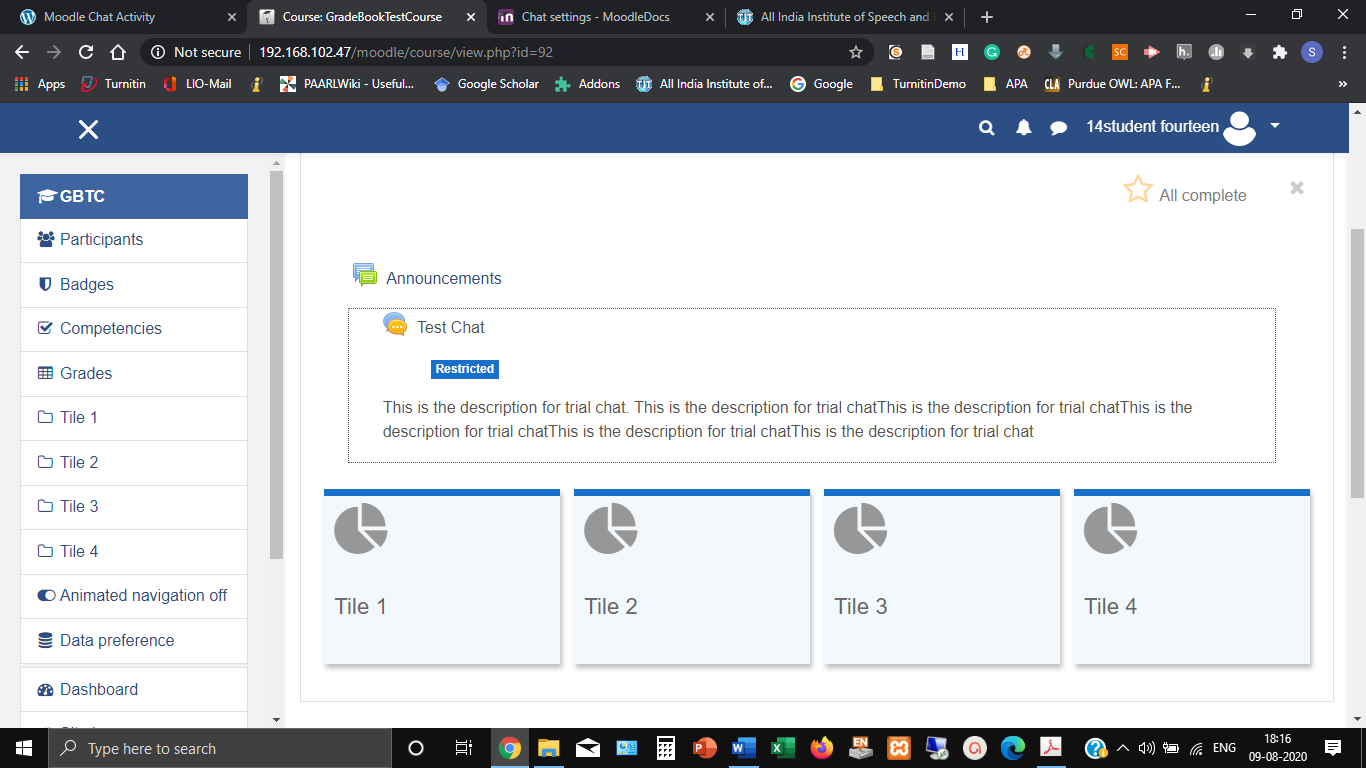


1. Input the day and hour that you will be using the Chat activity at **Next chat time section** (Figure ). This will appear in the calendar so students know the schedule but it doesn’t stop them accessing the chatroom at any other time. 
2. In case the teacher wants to avoid students accessing the chatroom at other times, hide it usingthe **Common module settings**(Figure ) **OR** addingdate restrictions under **Restrict access** (Figure )

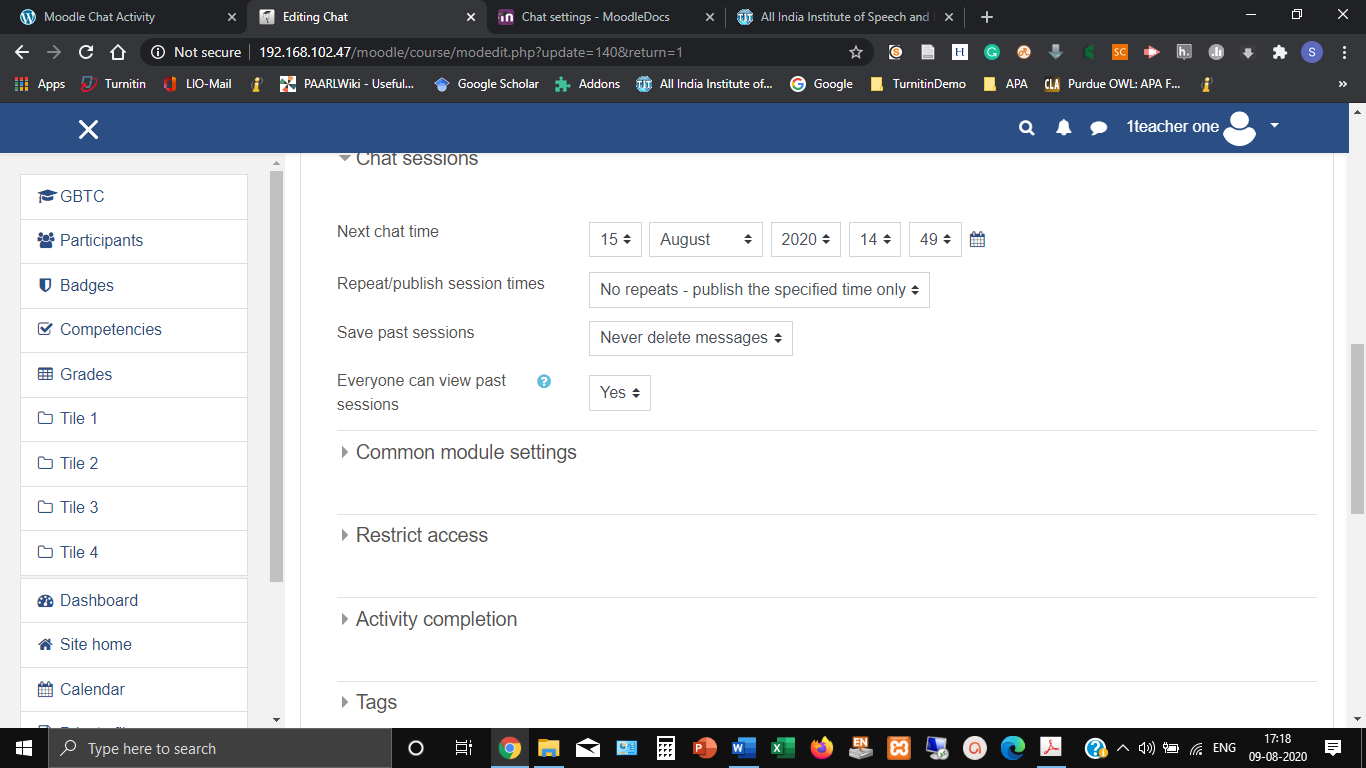




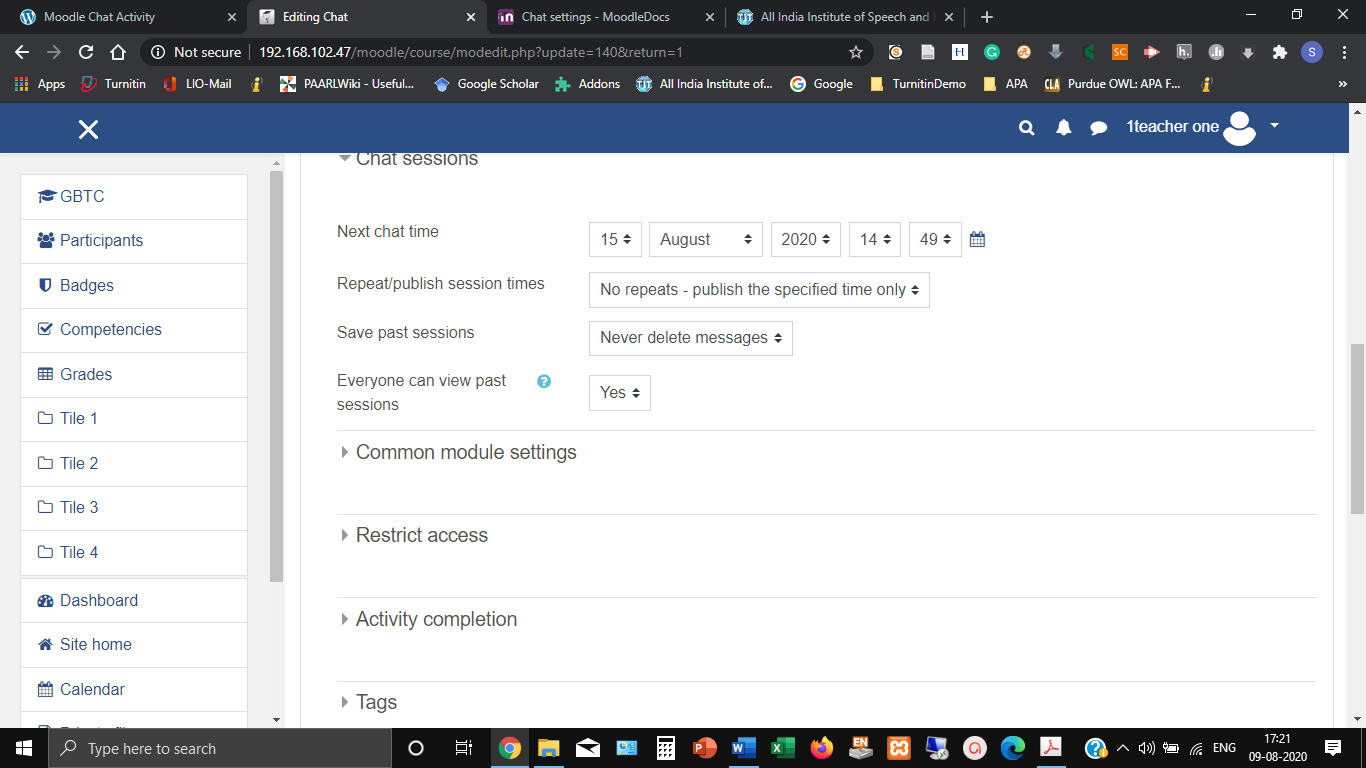
1. When the access is restricted based no date , the student course interface will display ‘**Restricted**’ message. (Figure )



1. A teacher can choose whether to publish the times when he/she is available on the chat activity, e.g. repeated at the same time daily or weekly session or just a one-off slot at **Repeat/ publish sessions.**
2. The teacher can decide for how many days the past discussions in chat sessions should be saved with **Save past chat sessions** options. If required the messages in the chat session can be saved for ever by opting **Never Delete Messages.** (Figure )



1. The teacher can also decidewhether to allow students to view past chat sessions using the option **Everyone can view past sessions**. It may be noted that the teacher can always view the past sessions.



1. **Taking part in a Chat activity**

Once the Chat Activity is set up, the chat link will be available on the on the course page with three options (Figure ):

Click here to enter the chat now – this takes the user to the chat usingthe chosen site default chat method

Use more accessible interface – this gives a simpler chat room

without frames and javascript

View past sessions – if enabled and the user is allowed to view

past chat sessions, they will see a list of past sessions

1. **Joining in a chat session**

In normal view, the screen is in two parts with the participants on theright, the messages on the left and a box at the bottom into which userstype their message and press “Send” to make their contribution:

Users can change the appearance of the messages by clicking on

“Themes” next to the “Send” button. Alongside the default course theme,there are two other available themes. Bubbles or Compact