

eFundi Tutorial: Chat room



The Chat Room is a real-time, text-only chat tool within a site. The Chat Room tool can be used for synchronous, unstructured conversations among site participants who are logged into the site at the same time. Only participants enrolled in the same site may chat using the Chat Room.

The Chat Room tool supports multiple rooms and the default room can be set by the site owner. For example, instructors may choose to create an "**Online Office Hours**" chat room for student questions and answers. Chat rooms for student groups can also be set up as a space to collaborate among group members across distances.

The Chat Room tool alerts users to other participants who have entered the same chat room. This way, users know who is available to talk.

Site owners can specify how many chat messages are archived and for how long, or they can allow participants to configure their own archive settings.

The Chat Room tool does not provide a way to chat privately. By default, all messages are visible to all participants.

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This tutorial will address the following topics:

[How to access the chat room](#)

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[How to delete a chat room](#)

[How to clear chat history](#)

[How to change Chat Room permissions](#)

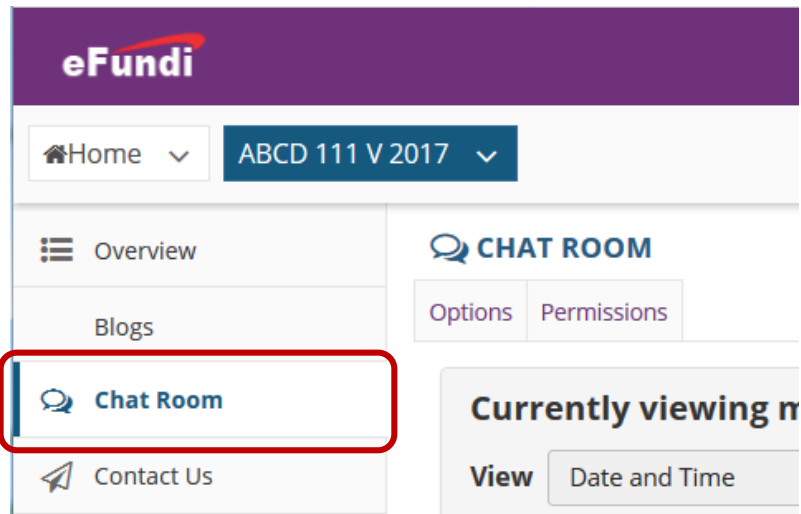
[How to read, post or delete chat messages](#)

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How to access the Chat Room tool

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Select **Chat Room** from the Tool Menu of your site.



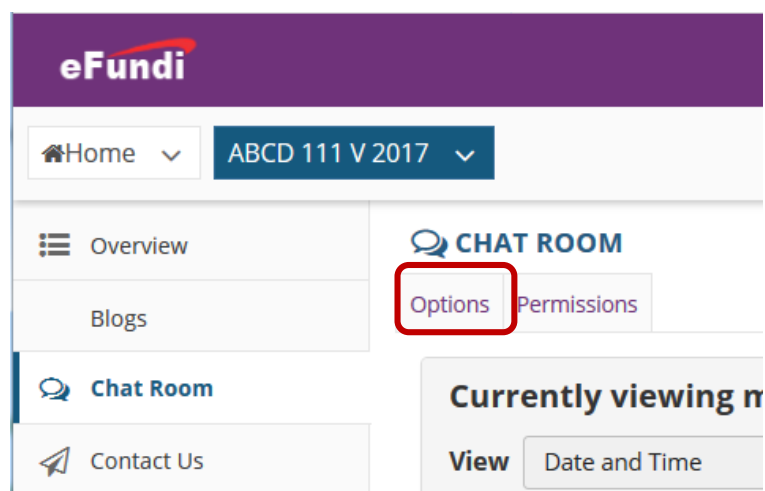
What if you cannot see the Chat Room tool? [Click here](#) for the steps to add a tool to your site.

How to add a Chat Room

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Go to your **Chat Room** tool on your course site.

Click the **Options** tab at the top of the page.



Click the **Add Room** tab

CHAT ROOM

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Add Room | [Permissions](#)

Manage Rooms

Chat Room	Creation Date	Description
Main Chat Room Edit Delete	09 Nov 2018	

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1. Enter a **title** is for the new room. (Required)
2. You may enter a **description** of the room if desired. (Optional)
3. Select the **number of messages** you would like to be displayed in the message history.
4. Check the box next to **Allow chat participants to change the chat display settings for their own chat window** if you would like to allow this ability. (Optional)

Add Room

1

* Title

Online Office Hours

2

Description

I am available for a quick chat every Wednesday, from 15:00-17:00.

Please use this space if you have any questions for me regarding the course/module work.

3

Recent Chat Display

Show no message history

Show all messages

Show the last 10 messages

Show messages from the past 7 days

4

Allow chat participants to change the chat display settings for their own chat window

You may set a **start and end date** for the chat room. Click the **Update Options** button to save your details and add the room.

Allowed Posting Dates

Users are allowed to post to the chatroom between the dates specified below. Leaving or setting a date blank indicates no date restriction (only the permissions would limit posting). The end date must be the same as or later than the start date.

Start



End



[Update Options](#)

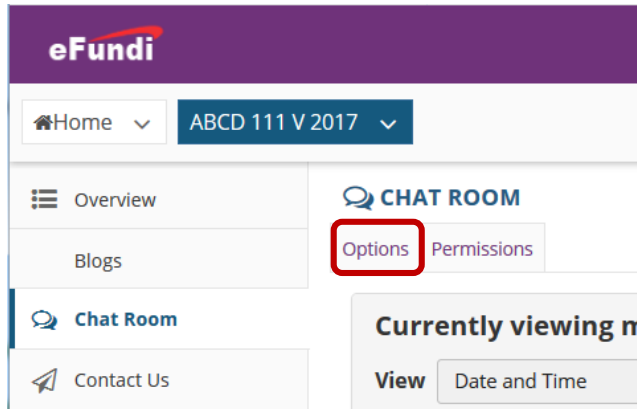
[Cancel](#)

How to delete a chat room

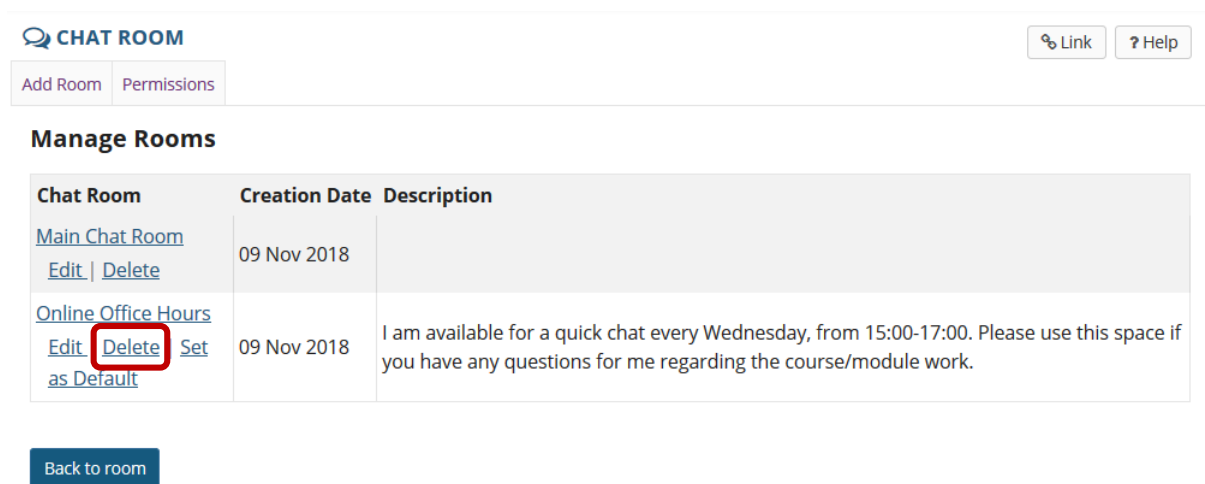
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Go to your **Chat Room** tool on your course site.

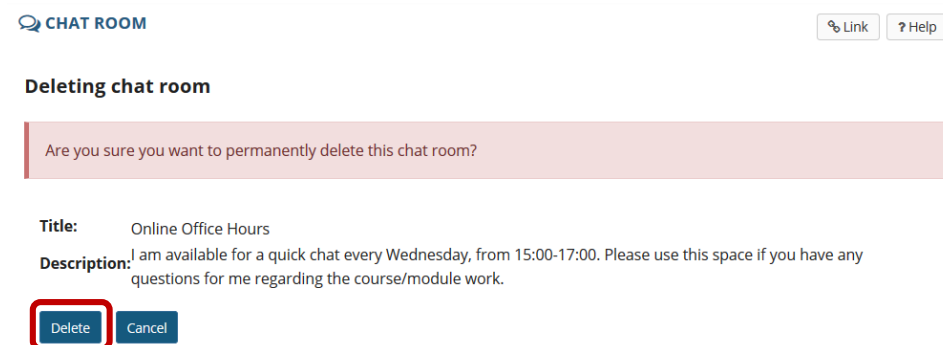
Click the **Options** tab at the top of the page.



A list of all the chat rooms will appear. Click the **Delete** link for the room you wish to remove.



Click the **Delete** button to confirm the removal of the chat room.

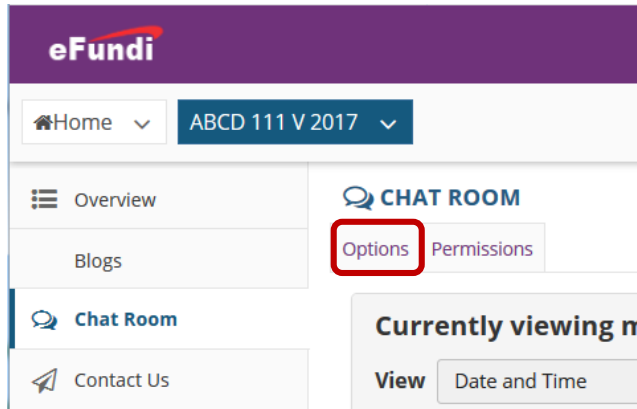


How to clear the chat history

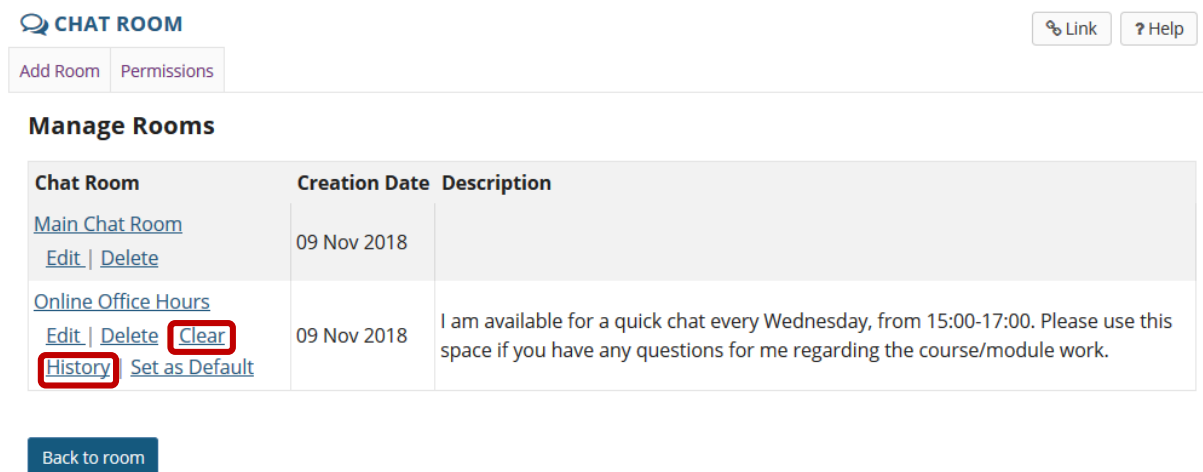
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Go to your **Chat Room** tool on your course site.

Click the **Options** tab at the top of the page.



A list of all the chat rooms will appear. Click the **Clear History** link for the room you want to clear.



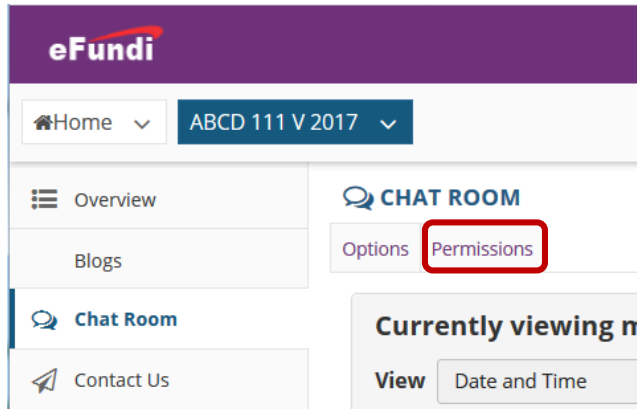
Note: The link to clear the history will only appear once messages have been typed in the Chat Room. If no messages were sent, then the link will not be available, i.e. the Main Chat Room in the example above.

How to change the Chat Room tool permissions

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Go to your **Chat Room** tool on your course site.

Click the **Permissions** tab at the top of the page.



Modify the permissions for the roles listed.

[CHAT ROOM](#) [Link](#) [Help](#)

Permissions

Set permissions for Chat Room in worksite 'ABCD 111 V 2017'

[Undo changes](#)

Permission	Dosent	Instructor	Student	Teaching Assistant
Read chat messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Post chat messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete any chat messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own chat messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete a chat room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a new chat room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set chat room options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Cancel](#)

Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)

Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

How to read, post or delete chat room messages

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Go to your **Chat Room** tool on your course site.

When you click Chat Room, you will enter the default room (as specified by the site instructor).

1. To change rooms, click **Change Room** at the top, and select the room you'd like to enter.
2. To hide or display the date or time messages were posted, select the appropriate option from the **"View" drop-down list**: Time Only, Date and Time, Date Only, Neither Date nor Time, or ID Only.
3. Messages appear in chronological order, with the **most recent at the bottom**. Messages will always identify the sender.
4. To see who is presently in the room, look under **"Users in Chat"** on the right side of the screen.
5. To change how many messages you see, from the second **"View"** drop-down list, select one of the following options: Last 100 messages, Last 10 messages, Past 3 days, or Show no message history. (If you choose Show no message history, you will see only messages posted after you made this selection.)
6. In the **text box** at the bottom of the window, type your message, and then click **Add message** or hit the **Enter** key on your keyboard.

*Note: No one can see your message until you click **Add message** or hit **Enter**, but once you do, only an instructor or a participant with special permission can delete your message.*

7. To delete a Chat Room message that you have sufficient permission to delete, click the **trash can icon** (Delete this Message) next to the posting.

Note: If you don't see a trash can icon, you don't have permission to delete the message.

The screenshot shows a chat room interface for 'Online Office Hours'. At the top, there is a 'CHAT ROOM' header with a 'Link' and 'Help' button. Below the header, there are three buttons: 'Options', 'Change Room', and 'Permissions'. A red box with the number '1' is around the 'Options' button. The main chat area is titled 'Currently viewing messages for 'Online Office Hours''. It features two 'View' dropdown menus: the first is set to 'Date and Time' (with a red box '2' around it) and the second is set to 'View messages from... Past 7 days' (with a red box '5' around it). A note states: 'Only messages from the past 7 days are archived and can be read by any site participant. Showing 1 messages out of 1'. A message from 'ELNE VAN NIEKERK' is shown, dated '09 Nov 2018 10:49:33 AM', with the text 'Hello everyone. Please use this chat room during the times specified if you need to ask me any questions.' A red box '3' is around the message header, and a red box '4' is around the 'Users in Chat' sidebar on the right, which lists 'ELNE VAN NIEKERK'. A red box '7' is around the trash can icon next to the message. At the bottom, there is a text input field labeled 'Enter chat message' (with a red box '6' around it) and two buttons: 'Add message' and 'Clear'.

Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Mafikeng

E-mail: efundi-nwu@nwu.ac.za

Tel.: 018 389 2312

Office: ADC Building, Block D,
Office G80

Potchefstroom

E-mail: efundi-nwu@nwu.ac.za

Tel.: 018 285 2295

Office: Building E8, Room 107A

Vaal Triangle

E-mail: efundi-nwu@nwu.ac.za

Tel.: 016 910 3035/8

Office: Building 13, room SL313