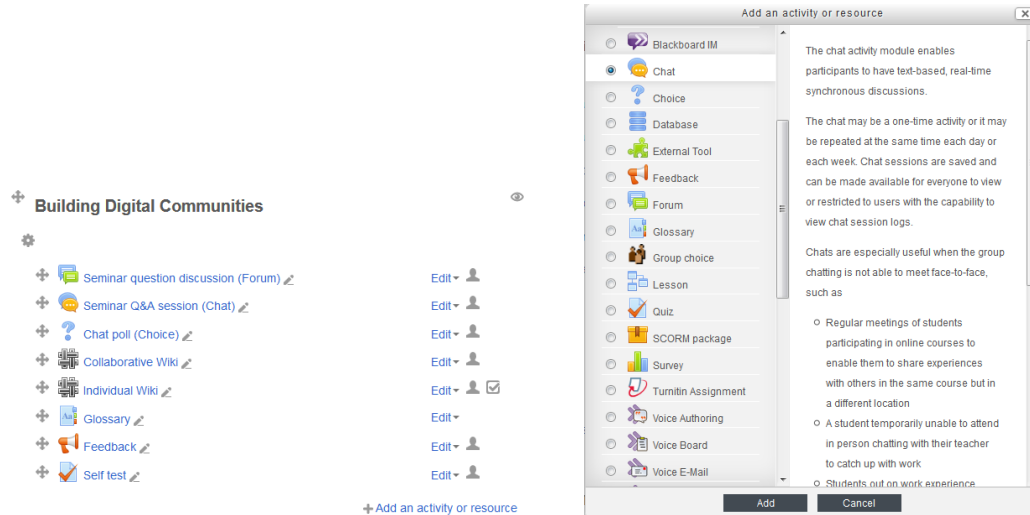


How to add a chat activity to a Moodle course

The chat activity allows students and staff to engage in synchronous (real time) discussions in their Moodle course.

Firstly turn editing on and then scroll down to the section you want to add your chat activity to. Click on the **Add an activity or resource** link and then choose **Chat** from the activity or resource picker menu. Click on the **Add** button to complete the process.



Give your chat room a **Name** and add a **Description** (such as the purpose of the room or your chat room etiquette). Choose whether you want to display this text on the course page under the link to the room by ticking the **Display description on course page** check box.

The image shows a form titled 'Adding a new Chat to Assignments'. It has a 'Collapse all' link in the top right. Under the 'General' section, there is a text input field for 'Name of this chat room'. Below it is a rich text editor for 'Description' with a toolbar containing icons for bold, italic, list, link, and unlink. At the bottom of the form is a checkbox labeled 'Display description on course page' which is currently checked.

You can also set the **Next chat time** and publish information about **Repeat sessions** using the appropriate fields in the **Chat sessions** section. **Save past sessions** allows you to save an archive of the chat sessions (it is recommended that you do this). The **Everyone can view past sessions** field allows you to decide who can access these archives.

▼ Chat sessions

Next chat time 27 May 2016 12 35

Repeat/publish session times Don't publish any chat times

Save past sessions Never delete messages

Everyone can view past sessions No

The **Common Module Settings**, **Restrict Access** and **Activity Completion** (if you have chosen to enable this) sections can be completed in the usual way or you can ignore them and just click on either of the **Save** buttons.

To access the chat room staff and students just click on the room link from their Moodle course page.