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 tool

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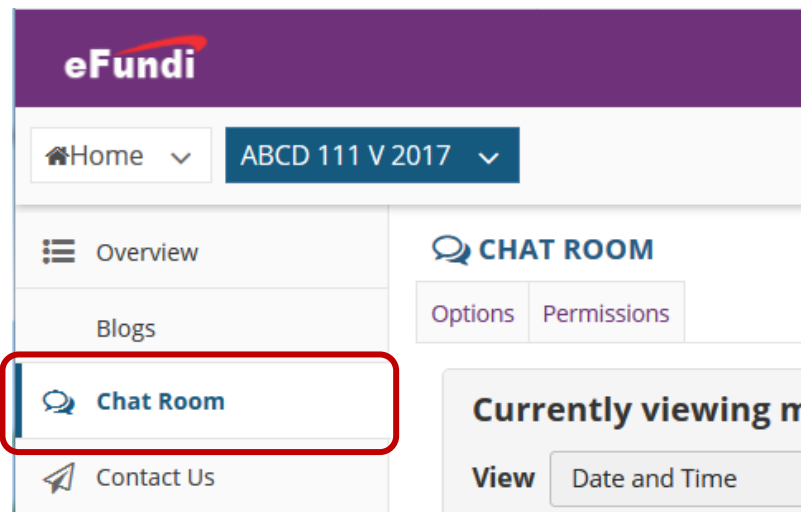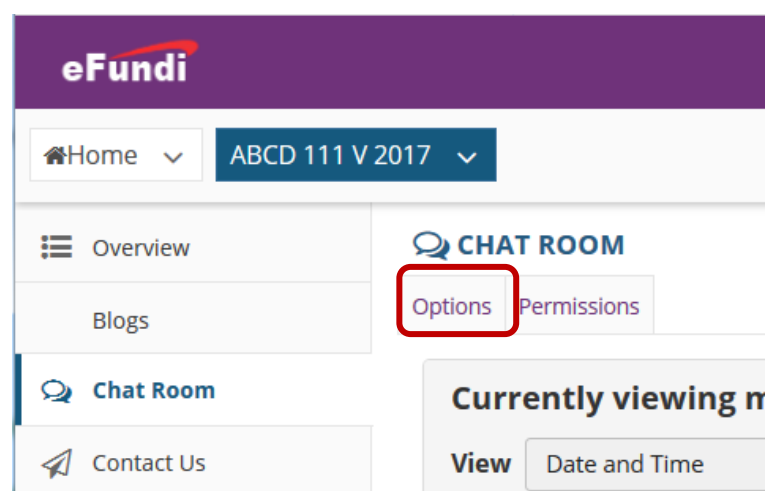

What if you cannot see the Chat Room tool? for the steps to add a tool to your site.

How to add a Chat Room

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

| 🔗 Link | ? Help |

Add Room | Permissions

Manage Rooms

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

Back to room

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]

Description

2

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.

Recent Chat Display

3

⚪ 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
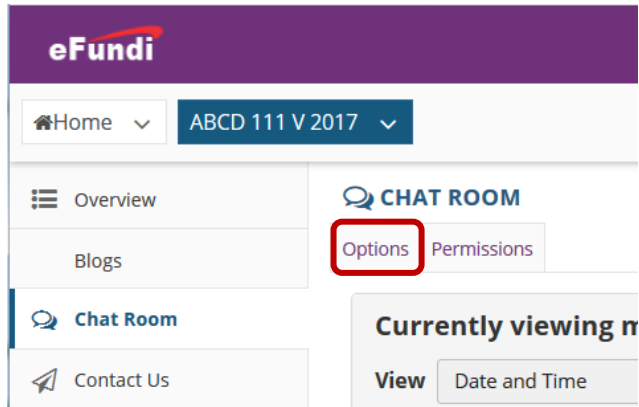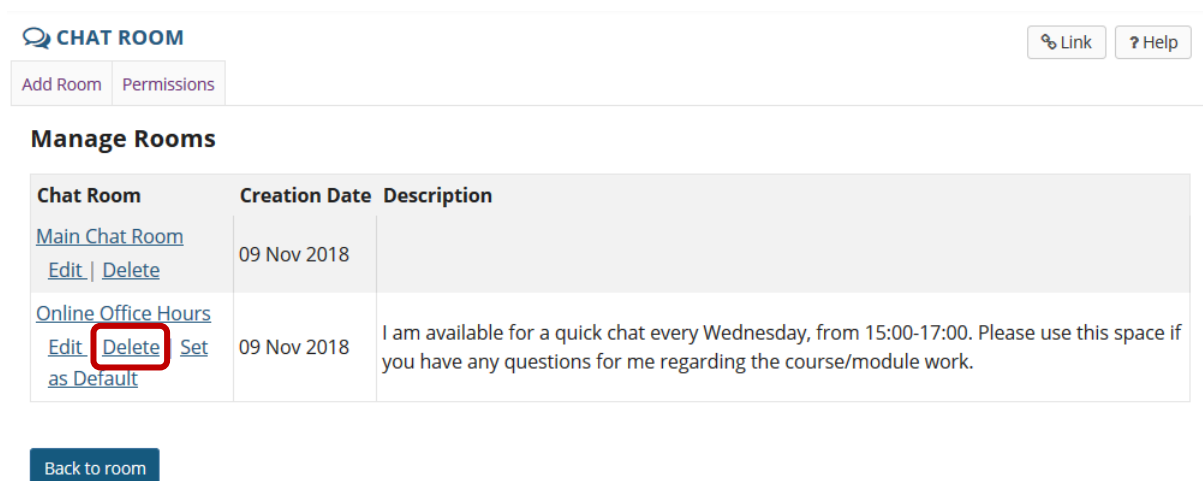
How to delete a chat room

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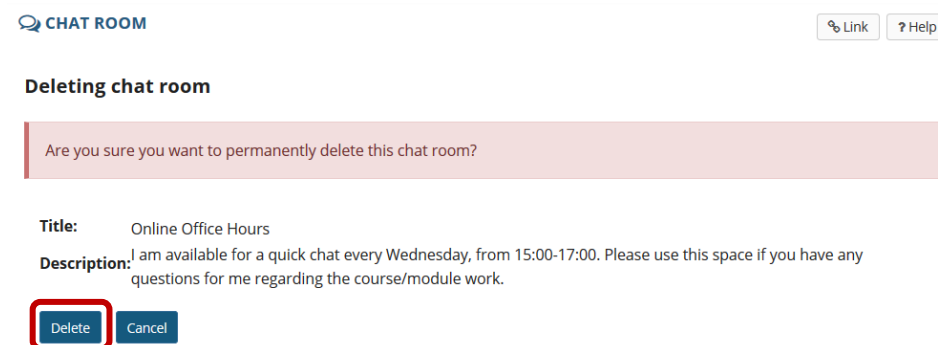Go to your **Chat Room** tool on your course site.

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.
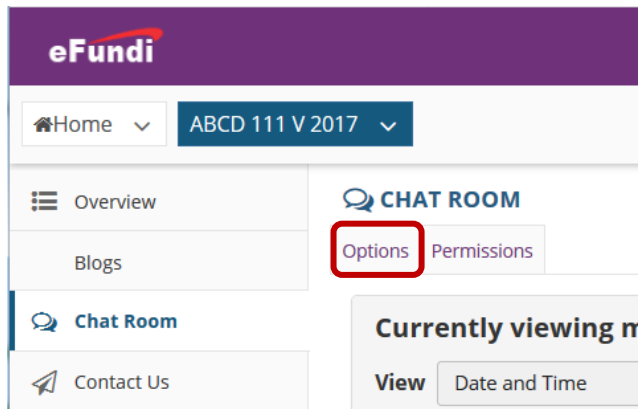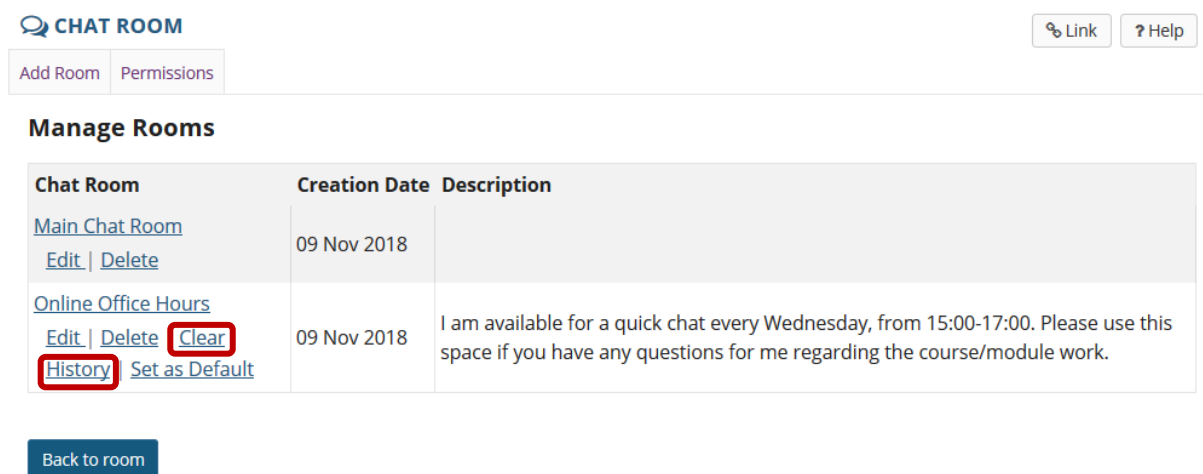
How to clear the chat history

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.
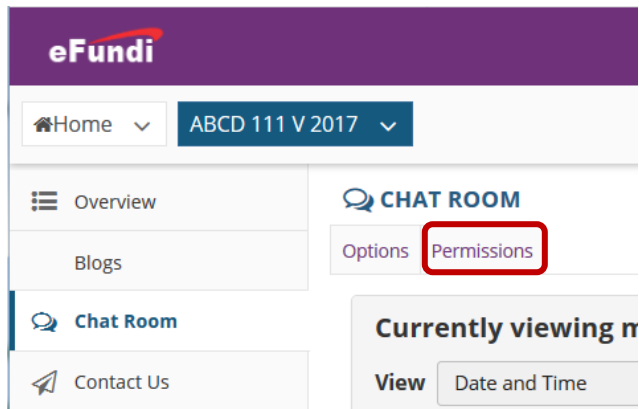

Note: *The link to clear the history will only appear once messages have been typed in the Chat Room. If no messages were sent, then the link will not be available, i.e. the Main Chat Room in the example above.*

How to change the Chat Room tool permissions

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.

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

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.*
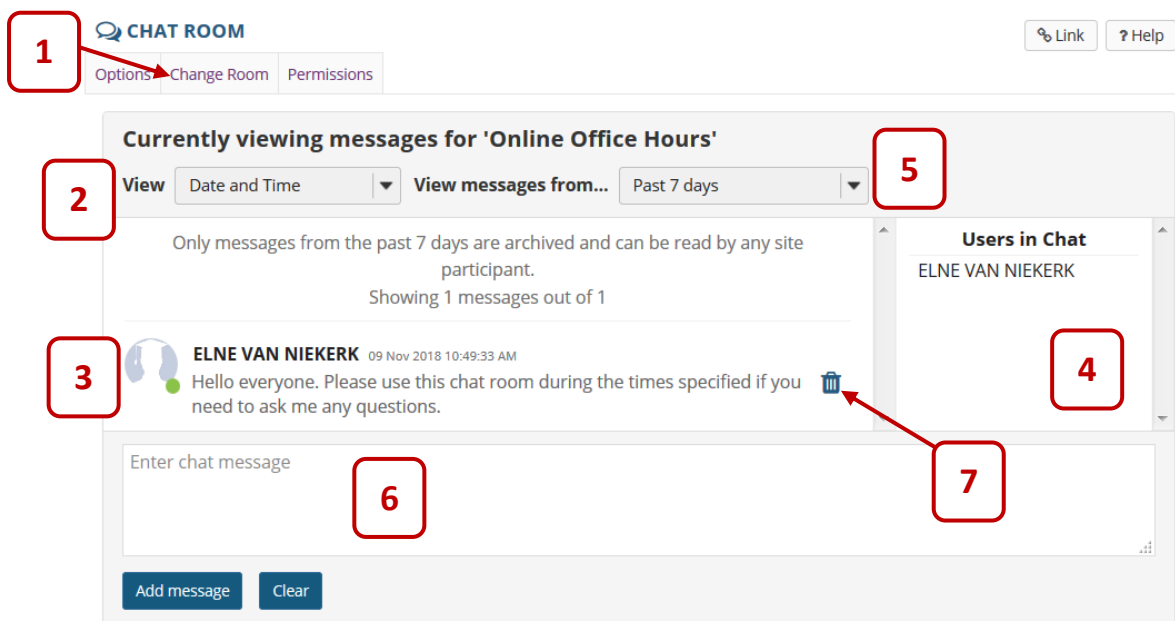
Need help?

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: 25967878@nwu.ac.za
Tel.: 018 389 2447
Office: ADC Building, Block D, Office G80

Potchefstroom
E-mail: EFUNDI-PC@nwu.ac.za
Tel.: 018 285 2295
Office: Building E8, Room 107A

Vaal Triangle
E-mail: VTC-EFUNDISTAFF@nwu.ac.za
Tel.: 016 910 3317/8
Office: Building 13, room SL313