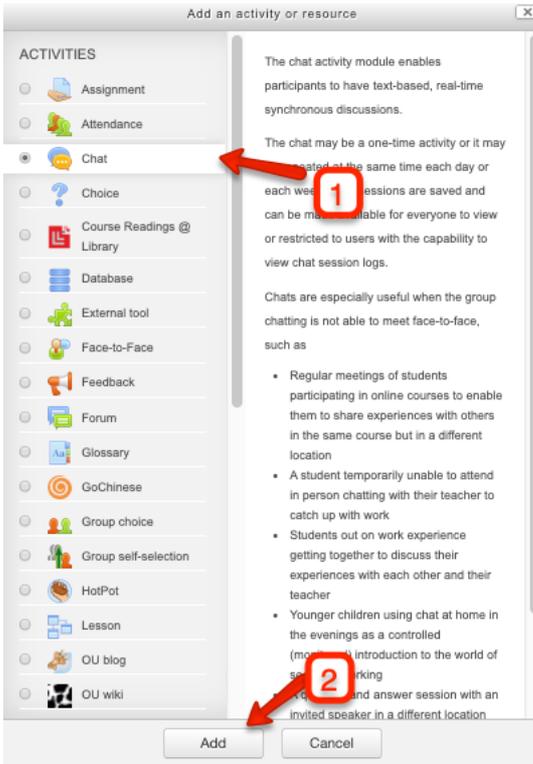The **Online Chat** module allows you to chat with your students live.

1. Creating a chat room:

1	Login to Moodle and *Turn editing on*.	If you are not familiar with this procedure, please refer to Step 1 and step 2 of the guide below: https://tlc.ln.edu.hk/tlc/wp-content/uploads/2019/08/B3_Create_a_folder_and_add_files_to_it_2019.pdf
2	Add the Chat activity	Select **Chat** from the **Add an activity or resource** drop-down list. The setting page will be displayed.
	Setting up the Chat activity	1. Enter a **name** for the newly created chat room. It will be displayed on the course home page. 2. Enter a **description** for the chat room.

3. Set the **Next chat time** with date and time. The chat activity will be posted on the calendar to inform students when to expect to chat. It will not restrict access to the chat room at other times.

4. Click **Save and return to course**

* There are other options you might want to explore. Click on the inline help icon for more information if necessary

Using a chat room

1	Click on the name of the chat room and click "**Click here to enter the chat now**" Type a message and then press Enter to send a message to all current users. * Click Use more accessible interface to chat if your browser is not compatible with the chat room from previous link * Click View past chat sessions to view the saved transcripts. This function may be missing if Everyone can view past sessions is set to No and you are not granted the permission right.

If you need any professional e-learning support, please contact please contact Mr James CHONG, Education Manager (Technology) of TLC (email: jameschong@LN.edu.hk; phone: 2616 8420) and/or Dr King CHONG, Educational Development Manager of TLC (email: kingchong@LN.edu.hk; phone: 2616 7584).

Teaching and Learning Centre

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