

Laulima Tool

Reference and Use Guide

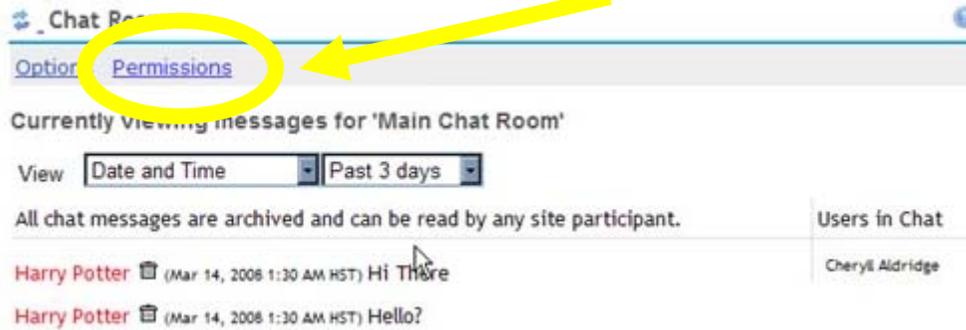
of Chatroom

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*Center for Excellence in Learning, Teaching and Technology
at Kapi'olani Community College*

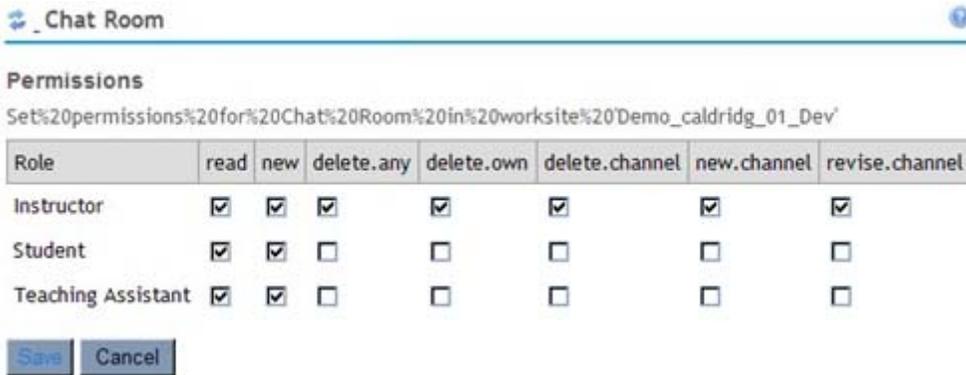
12/12/2008

1. To change the permissions of the chat room, click “permissions” on the upper navigation.



2. This will take you to the permissions page.
Here you can specify who is allowed to read, write or remove forums.

- read-** read messages.
- new-** create new messages.
- delete.any** – remove any messages.
- delete.own-** remove own messages only.
- delete.channel-** remove chatrooms.
- new.channel-** create new chatrooms.
- revise.channel-** edit chatrooms.



3. To delete a message, go to the chatroom and look for the trash icon next to the message you would like to remove. Clicking this will remove the message.

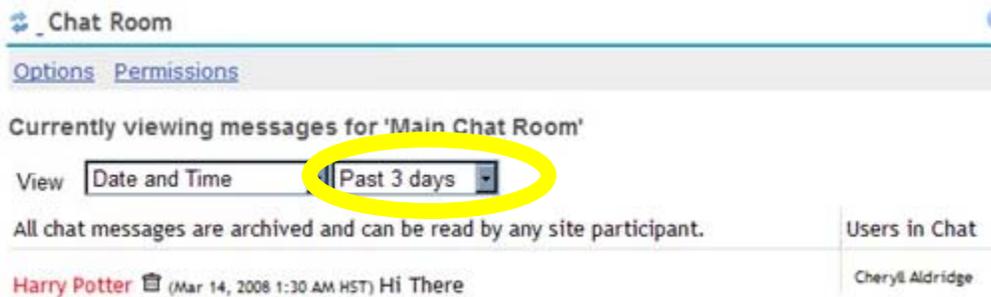


4. you will receive a confirmation message before it is removed.

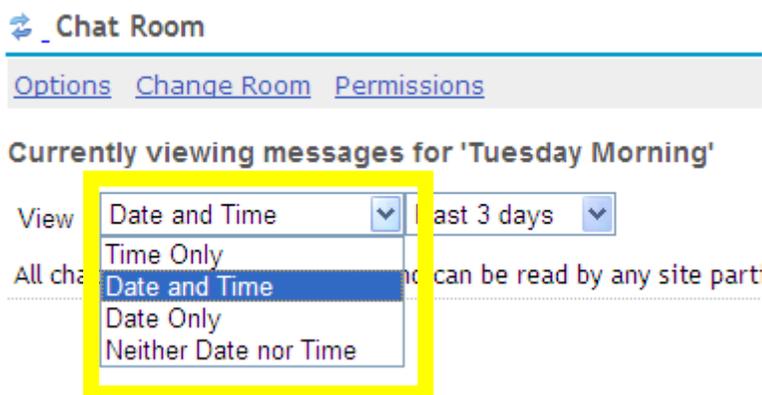


5. Messages in the chatroom remain there until they are removed.

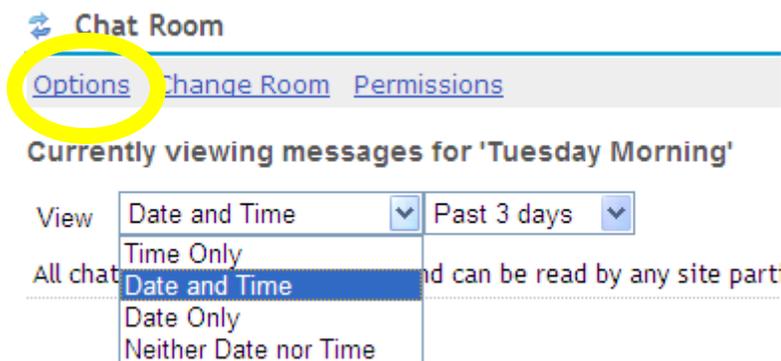
To view previous messages, use the **dropdown menu** to show all messages or only the past 3 days.



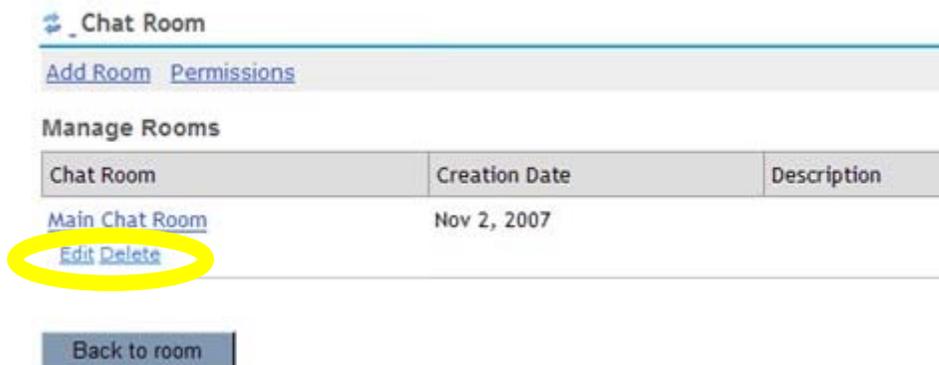
6. You can choose what else is displayed next to the username in the chatroom. You can opt to have the date and/or time as well as the username. Select your option from the **dropdown menu**.



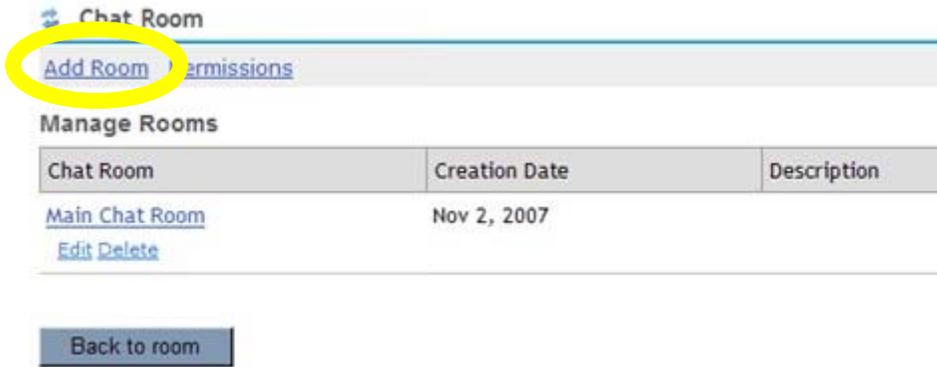
7. You can create, delete or edit chatrooms by clicking on the **“options”** link in the upper navigation.



8. This will take you to a “manage rooms screen” where you will see a list of all chatrooms. Click **“edit”** or **“delete”** to edit or delete an existing room.



9. To create a new room, click on “add room” in the upper navigation.



10. You will be taken to an “add room” page.
You need to create a title, description, and how many messages to display.

Add Room

Title

Description

Recent Chat Display

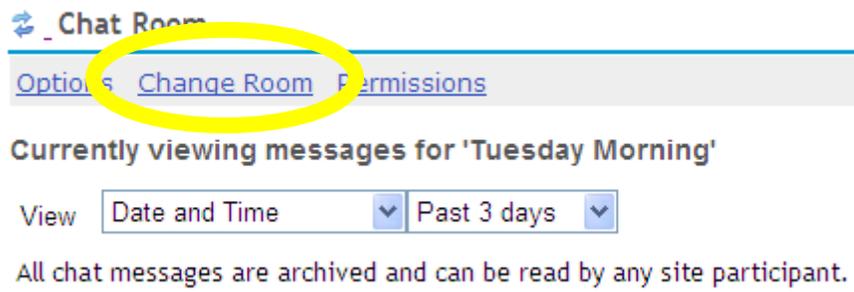
Show all messages

Show the last messages

Show messages from the past days

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

11. Once multiple rooms have been created, you can switch rooms by clicking “change room” in the upper navigation.



12. This will take you to the list of chatrooms. Click on its title to enter that chatroom. you can also **set a different chatroom as the default**. The default chatroom is the room you will be taken to after clicking “chatroom” on the left navigation.

 **Chat Room**

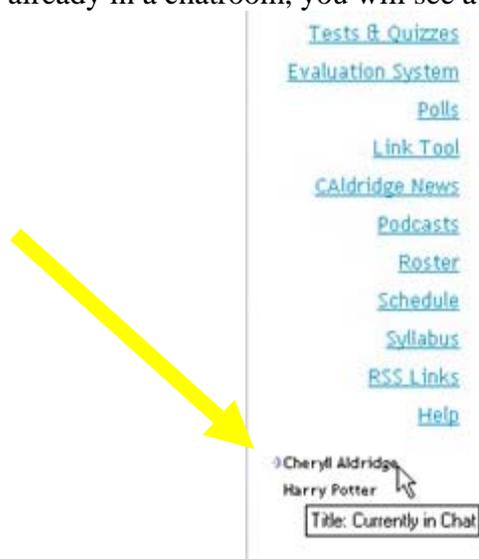
[Add Room](#) [Permissions](#)

Manage Rooms

Chat Room	Creation Date	Description
Friday Afternoon Edit Delete Set as Default	Mar 15, 2008	
Friday Workshop Edit Delete Set as Default	Mar 14, 2008	
Main Chat Room Edit Delete Set as Default	Mar 14, 2008	
Monday Workshop Edit Delete Set as Default	Mar 18, 2008	Chat for Monday folks
Tuesday Morning Edit Delete	Mar 18, 2008	

[Back to room](#)

13. When a user is already in a chatroom, you will see a small, blue icon next to their name.



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Cheryll Aldridge
Harry Potter
Title: Currently in Chat

14. To type a message in the chatroom, type in the **text box** at the bottom of the page. Pressing the “enter” or “return” key on your keyboard will add the message OR you can click on the “**add message**” button, found below the text box.



15. Your entered message will appear in the chat window, beside your username [and any additional information that you display, such as date and time].



16. Each user in the chatroom shows up in the “**Users in Chat**” column and any messages that they post will show up beside their username, and in a different color.

