Laulima Tool

Reference and Use Guide

of Chatroom

Brought to you by

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

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

Sa Chat Ros	0
Option Permissions	
Currently Viewing messages for 'Main Chat Room'	
View Date and Time Past 3 days	
All chat messages are archived and can be read by any site participant.	Users in Chat
Harry Potter 🗊 (Mar 14, 2008 1:30 AM HST) Hi Thure	Cheryll Aldridge
Harry Potter ((Mar 14, 2008 1:30 AM HST) Hello?	

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.

Set%20permissions%	20for:	620Ch	at%20Room%	\$20in%20wor	ksite%20'Demo_o	caldridg_01_De	ev"
Role	read	new	delete.any	delete.own	delete.channel	new.channel	revise.channel
Instructor	₽	N	J	R		V	
Student	☑						
Teaching Assistant							

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.

Currently viewing messages for 'Main Chat Room'

View Date and Time Past 3 days	
All chat me tas, are archived and can be read by any site participant.	Users in Chat
Harry Pover 🗊 (Ma) 14, 2008 1:30 AM HST) Hi There	Cheryll Aldridge
Harry Potter ang Mar 14, 2008 1:30 AM HST) Hello? Delete this message	

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

I Are	you sure you want to permanently delete this message
From:	Harry Potter
Date:	Mar 14, 2008
Messag	e: Hello?
Delete	Cancel

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.

Chat Room	
Options Permissions	
Currently viewing messages for 'Main Chat Room'	
View Date and Time Past 3 days	
All chat messages are archived and can be read by any site participant.	Users in Chat
Harry Potter 🖻 (Mar 14, 2008 1:30 AM HST) Hi There	Cheryl Aldridge

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.

💈 _ Cł	hat Room	
<u>Optio</u>	ons Change Room Permission	<u>15</u>
Curre	ently viewing messages for	'Tuesday Morning'
View	Date and Time 🛛 🖌 as	t 3 days 💌
All cha	Time Only Date and Time	n be read by any site parti
	Date Only Neither Date nor Time	

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

💈 Cha	at Room
Option	s <u>Change Room</u> <u>Permissions</u>
Currer	tly viewing messages for 'Tuesday Morning'
View	Date and Time 🛛 🖌 Past 3 days 💌
All chat	Time Only
Autonau	Date and Time In carrier read by any site part
	Date Only Neither Date nor Time
	Neither Date nor nine

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.

Add Room Permissions		
Manage Rooms		
Chat Room	Creation Date	Description
Main Chat Room	Nov 2, 2007	

Back to room

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

Add Room Permissions		
Manage Rooms		
Chat Room	Creation Date	Description
Main Chat Room	Nov 2, 2007	
Edit Delete		

10. You will be taken to an "add room" page.

Back to room

You need to create a title, description, and how many messages to display.

Description Discussion of Assignment 1	Title	Assignment 1
Description Discussion of Assignment 1	Title	Assignment
Assignment 1 Recent Chat Display O Shot all messages O Show the last 3 messages	Description	Discussion of
C Shot all messages Show the last 3 messages		Assignment 1
O Shot all messages O Show the last 3 messages		Recent Chat Display
O Show the last 3 messages		O Shotyall messages
		O Show the last 3 messages
 Show messages from the past 3 days 		 Show messages from the past 3 days
Allow site participants to change the chat display settings for their own chat with the setting of the setti		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.

💈 _ Chat Room
Options Change Room Parmissions
Currently viewing messages for 'Tuesday Morning'
View Date and Time 💙 Past 3 days 💙
All chat messages are archived and can be read by any site participant.

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.

Add Room Permissions		
Manage Rooms		
Chat Room	Creation Date	Description
Friday Afternes Edit Delete Set as Default	Mar 15, 2008	
Friday Worksnop Edit Delete Set as Default	Mar 14, 2008	
<u>Main Chat Room</u> Edit <u>Delete Set as Default</u>	Mar 14, 2008	
Monday Workshop Edit Delete Set as Default	Mar 18, 2008	Chat for Monday folks
Tuesday Morning Edit Delete	Mar 18, 2008	

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



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].

Cheryll Aldridge

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.

All chat messages are archived and can be read by any site participant.	Users in Chat
Cheryll Aldridge 🛱 (Mar 14, 2008 1:40 AM HST) Hello there. Cheryll Aldridge 🛱 (Mar 14, 2008 1:40 AM HST) My name is Cheryll	Cheryll Aldridge Harry Potter
Harry Potter 🛱 (Mar 14, 2008 1:42 AM HST) Hi, I'm Harry	
Add message Clear	