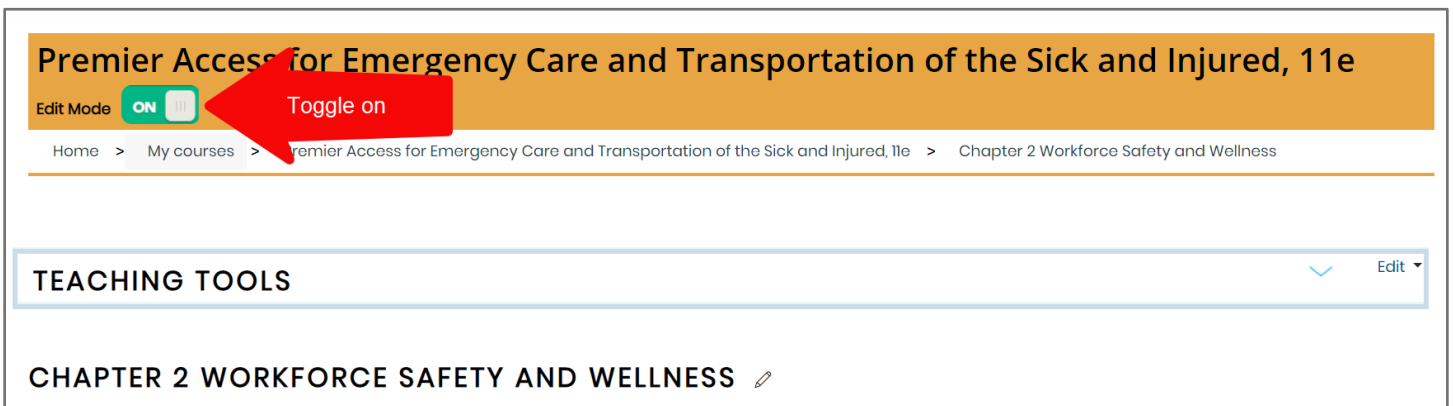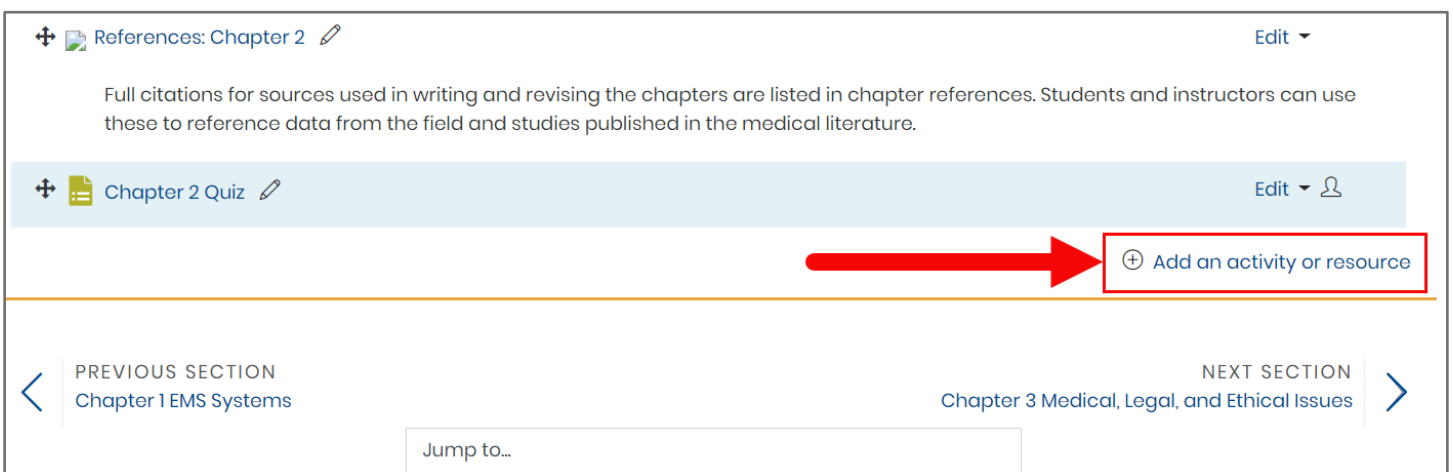# How to Set Up a Live Course Chat

*This document outlines steps for creating an online chat room for participants within your Navigate course. The chat feature may be used to facilitate real-time conversation for all course participants within a central chat module under a topic chosen by the instructor.*

1. From the course homepage, navigate to the course section you wish to locate the live Chat activity. Then use the **Edit Mode** button at the top of the page to turn editing ON.

**Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e**

Edit Mode **ON**    Toggle on

Home > My courses > Premier Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 2 Workforce Safety and Wellness

**TEACHING TOOLS**     ⌄   Edit ▾

**CHAPTER 2 WORKFORCE SAFETY AND WELLNESS** ✎

2. Then scroll down the page and click the **Add activity or resource** option below the page contents.

✛ 🗎 References: Chapter 2 ✎     Edit ▾

   Full citations for sources used in writing and revising the chapters are listed in chapter references. Students and instructors can use these to reference data from the field and studies published in the medical literature.

✛ 🗎 Chapter 2 Quiz ✎     Edit ▾ 👤

⊕ Add an activity or resource

PREVIOUS SECTION
Chapter 1 EMS Systems

NEXT SECTION
Chapter 3 Medical, Legal, and Ethical Issues

Jump to…

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

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3. From the resulting popup window, select the dial to the left of the **Chat** option and click the **Add** button.



Add an activity or resource

ACTIVITIES

○ Assignment

○ Attendance

● Chat

○ External tool

○ Forum

○ Lesson

○ Questionnaire

○ Quiz

○ SCORM package

RESOURCES

○ eBook chapter

○ File

○ Folder

○ Label

The chat activity module enables participants to have text-based, real-time synchronous discussions.
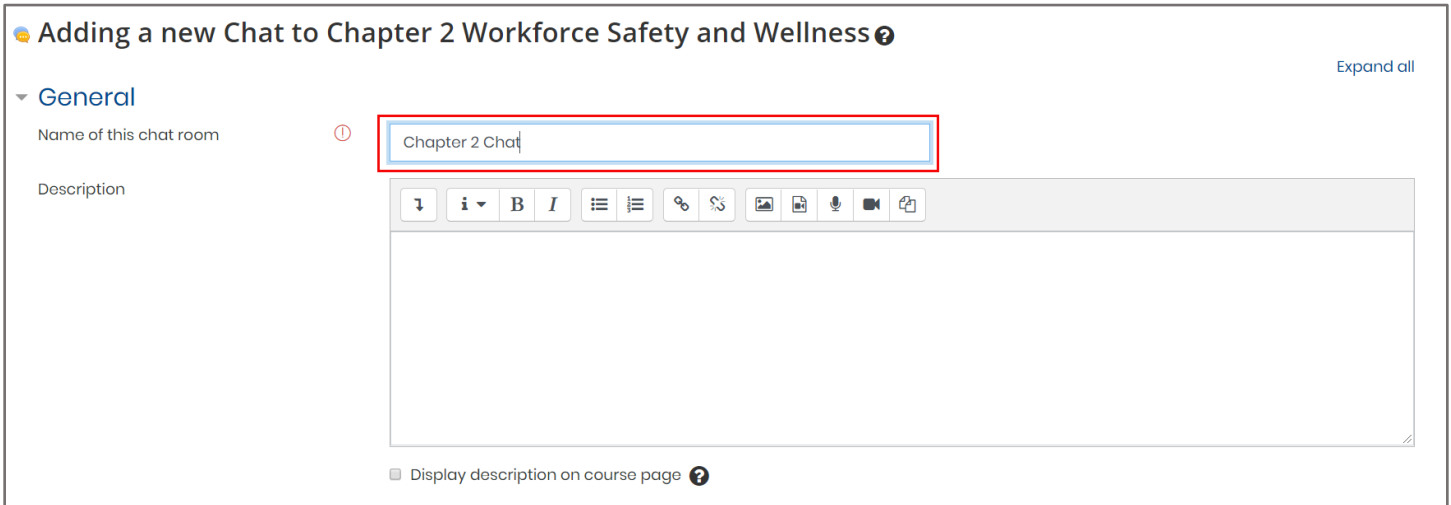
The chat may be a one-time activity or it may be repeated at the same time each day or each week. Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs.

Chats are especially useful when the group chatting is not able to meet face-to-face, such as

- Regular meetings of students participating in online courses to enable them to share experiences with others in the same course but in a different location
- A student temporarily unable to attend in person chatting with their teacher to catch up with work
- Students out on work experience getting together to discuss their experiences with each other and their

Add    Cancel

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4. The resulting page displays all settings available to create and manage your new **Chat** activity. Start by entering a title for the Chat session in the **Name of this chat room** field.

🗨 Adding a new Chat to Chapter 2 Workforce Safety and Wellness ❷
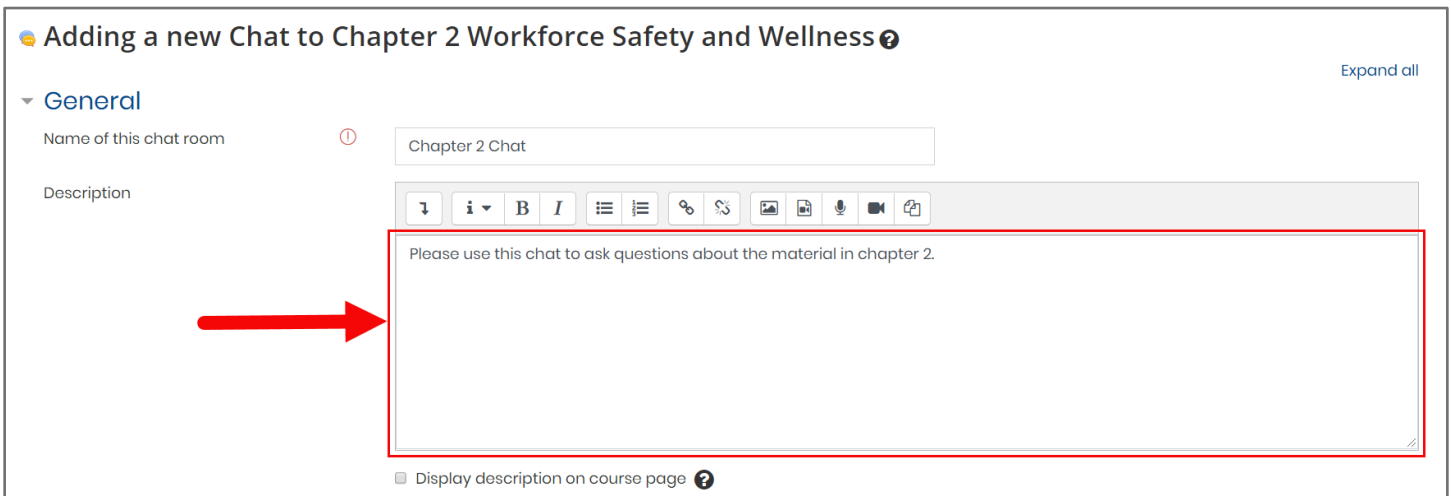
Expand all

▾ General

Name of this chat room ⊘

Chapter 2 Chat

Description

☐ Display description on course page ❓

5. Next, you may enter a description for the chat in the **Description** field, which may include the purpose of the discussion and your expectations for participation.

🗨 Adding a new Chat to Chapter 2 Workforce Safety and Wellness ❷

Expand all

▾ General

Name of this chat room ⊘

Chapter 2 Chat

Description

Please use this chat to ask questions about the material in chapter 2.

☐ Display description on course page ❓

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6.  Under the **Chat sessions** setting section, you may use the **Next chat time** field to set the timing for when the chat activity should be accessed. Please note, setting a time will not prevent students from opening and participating in the chat thread before or after the designated time.



7.  The **Repeat/publish session times** menu below should be used to set how to communicate the discussion time to your students. It may also be used to create repeating chat sessions on a regular cadence of daily or weekly. If you choose a recurring approach, only the Chat time and date of the next upcoming session will populate to your class calendar on a continuous basis.

8. Select a desired period of time for the **Save past sessions** menu if you wish to automatically remove a previous discussion from this chat room. If you want the chat room to retain all threads of participation, you may leave the default of **Never delete messages.**

| | |
|---|---|
| Next chat time | 28  May  2020  17  00  📅 |
| Repeat/publish session times | Don't publish any chat times |
| Save past sessions | Never delete messages |
| | **Never delete messages** |
| Everyone can view past sessions ❓ | 365 days |
| | 180 days |
| **Common module settings** | 150 days |
| | 120 days |
| **Restrict access** | 90 days |
| | 60 days |
| **Tags** | 30 days |
| | 21 days |
| here are required fields in this form marked ⓘ | 14 days |
| | 7 days |
| | 2 days |

ourse   **Save and display**   **Cancel**

9. When satisfied with your selections, scroll to the bottom of the page and click the **Save and return to course** or **Save and display** buttons**.**

### ▾ Chat sessions

| | |
|---|---|
| Next chat time | 28  May  2020  17  00  📅 |
| Repeat/publish session times | Don't publish any chat times |
| Save past sessions | Never delete messages |
| Everyone can view past sessions ❓ | No |

### Common module settings

### Restrict access

### Tags

**Save and return to course**   **Save and display**   **Cancel**

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10. Chat activities may be launched and participated in at any time by you and your students (unless it is subsequently hidden or restricted from students). There is no limit to how many separate Chat threads you may create within your course.