



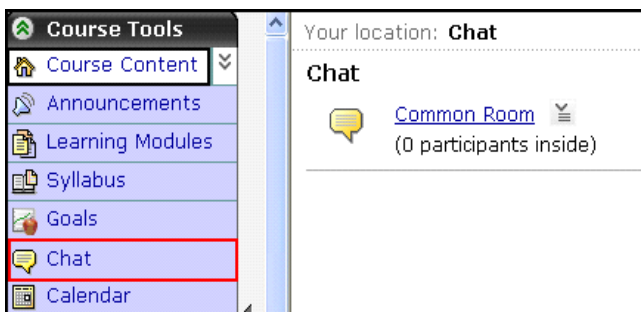
The Chat tool of MyClasses @ SU allows you communicate with the other participates in your class. Unlike most tools in MyClasses, Chat is synchronous – meaning students must participate at the same time.

The most important aspect of the Chat tool is to ensure that your browser is configured properly for Java. See the Browser Configuration handout for more details.

Entering a Chat Room

In your course, locate the Chat tool and click on its link. Typically the Chat tool located on the Homepage or on the Course Tools menu.

The Chat tool will appear as follows:



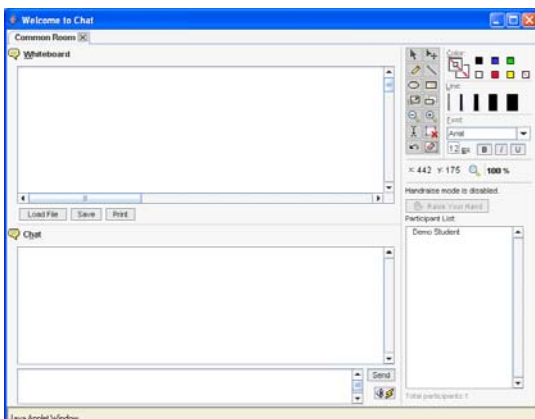
Note: The first time you enter the Chat tool, you may be prompted to accept a security certificate from Verisign distributed by CE 6. It is recommended that you click Yes to this prompt.

The Common Room is the default room just for the participants of your course. Other rooms can be created for specific purposes by the instructor.

To enter a particular room, simply click on the room name.

Participating in the Chat Room

When the Chat window opens, you will see the following:



On the right side of the window, a list of everyone participating in the chat is displayed. The synchronous communication occurs in the left portion of the window.

To add your own message to the entire group:

1. At the bottom left of the window under Enter your message below, type the message you want to send.
2. Press the Enter key to display it.

To send a private message to one or several individuals:

1. Under Users Logged On, click on each name in which you want to see the message.
2. At the bottom left of the window under Enter your message below, type the message you want to send.
3. Press the Enter key to display it.
4. To return to sending a message to the entire group, unselect each person's name.

Sharing a web page

During your discussion, if you would like to share a web page for everyone to see:

1. Near the bottom right, click Send URL.
2. Next to Enter URL:, type the entire URL (including the http://) and click Send.
3. A window will appear stating that you have received a URL. To view the shared web page, click Okay.

A new web browser window will appear with the site information