KODIAK QUICK GUIDE - Chat

Overview

Chats enable students and instructors to interact with each other in real time. You can create chats for the entire class or only for specific students. All chat sessions are archived so you and your students can review them later.

How to Access Chat

If Chat is not on your course navbar, click **Course Admin**, **Tool**s, then select **Chat**.

In This Guide

- Creating Chats
- Participating in Chats
- Viewing Chat Archives
- Deleting Chats

Creating Chats

1. Click Chat in the course navigation bar.
2. Click **New Chat** (Figure 1).
3. Enter a title (required).
4. Enter a description (optional).
5. Select a type of Chat:

• **General chat**: the chat will be available to all students and instructors in the class.
• **Personal chat**: the chat is only open to students and instructors that you select. (See the next section, "Add Participants to a Personal Chat," for more information.)

6. Click **Create**.

Add Participants to a Personal Chat

1. Click the drop-down arrow next to the title the Chat to which you want to add participants, and click 👥**View Members** (Figure 2). The "Chat Members" page will open.
2. Click **Add Members.** A dialog box listing all students and instructors enrolled in the course will open.
3. Select participants from the list.
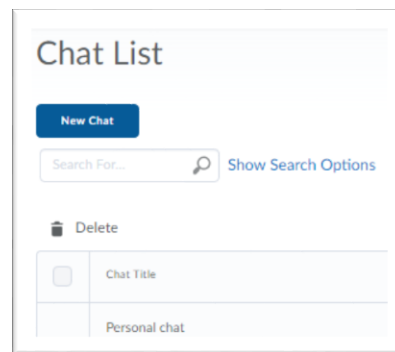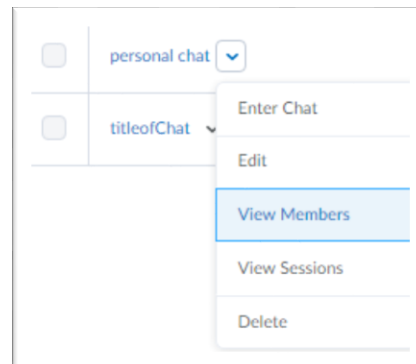4. Click **Add**.

Figure 1

Figure 2

Participating in a Chat

1. Click the name of the Chat you want to enter (Figure 3). The Chat session will open, and a list of everyone who is logged in to it will appear on the left side of the page.

2. Enter text for your messages in the text box at the bottom of the page.

3. Click **Send**, or press enter/return on your keyboard. Your messages, as well as students' responses, will appear in the section above the text box.

4. Click **Exit** when you want to leave the Chat session.

Figure 3

Viewing Chat Archives

Kodiak automatically archives Chat sessions. Archived chats are viewable for future reference or grading purposes. Once all members leave a Chat, the session is considered completed, and the Chat session is saved.

1. Click **Chat** on the Course Navbar. The "Chat List" page will open.
2. Click the drop-down arrow next to the title the Chat you want to view, and click **View Sessions** (Figure 4). The "Chat Sessions" page will open.
3. Click the date and time of the chat session you want to view. A transcript of the Chat session will be displayed.

Figure 4

Figure 5

Deleting Chats

If a Chat becomes obsolete, you have the ability to delete it, although this will also delete any archives associated with it. This option is available only to the creator of the Chat.

1. Click the checkbox next to the chat you want to delete.

2. Click ⛔ **Delete** (Figure 5). A confirmation dialog box will appear
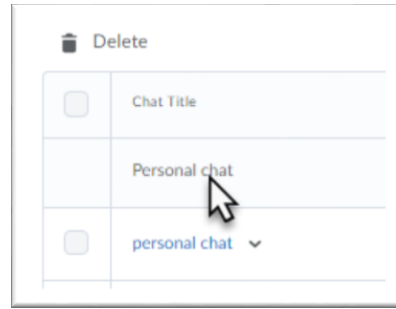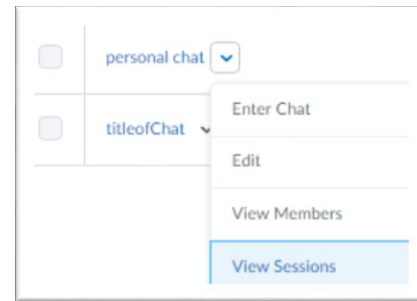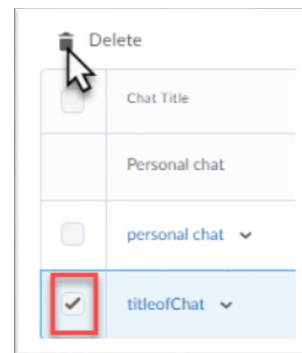
3. Click **Delete**.