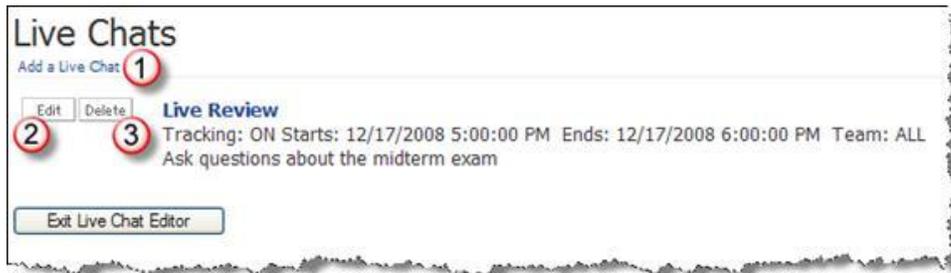


## Using Live Chat

The **Live Chat** section provides a synchronous communication vehicle for common uses such as exam review, team meetings, and more.

The Live Chats Editor allows users to add, edit, and delete a chat session. The Live Chats Editor can be accessed by clicking the **Edit** hyperlink located in the **Live Chat** title bar (on the Communicate page).

The elements of the Live Chat page include the following:

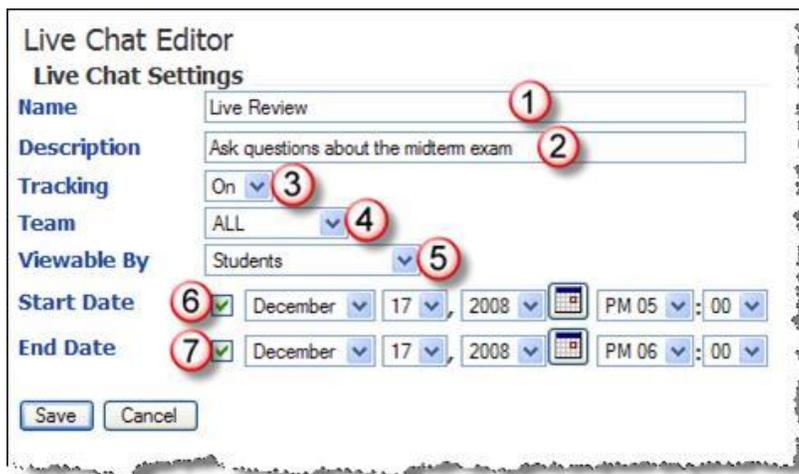


1. **Add a Live Chat.** Click the **Add a Live Chat** hyperlink to go to the Live Chat Editor.
2. **Edit.** Click the **Edit** button to edit the corresponding chat.
3. **Delete.** Click the **Delete** button to delete the corresponding chat.

## Adding Live Chat Sessions

The Add a Live Chat tool allows you to create a live chat session that is displayed on the Communicate page under the Live Chat title bar.

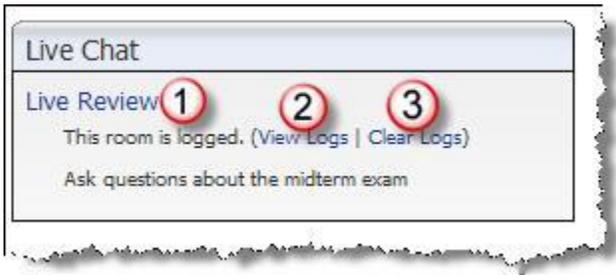
The elements of the Live Chat Editor include the following:



1. **Name.** Specifies the name of the chat room that appears as the link.
2. **Description.** Specifies an extended description of the room to help describe its purpose.
3. **Tracking.** If set to **On**, all posted messages are saved so that they can be reviewed in the chat logs.
4. **Team.** Select the desired team.
5. **Viewable By.** Specifies the minimum rights that a user must have in order to access the related room.
6. **Start Date.** Selecting a start date prevents the item from being displayed until the specified date. This can be useful if you want to enter items ahead of time, but you do not want them displayed until a specific date. The start date also determines the order in which items appear.
7. **End Date.** The **End Date** setting specifies the date on which the item should no longer be displayed.

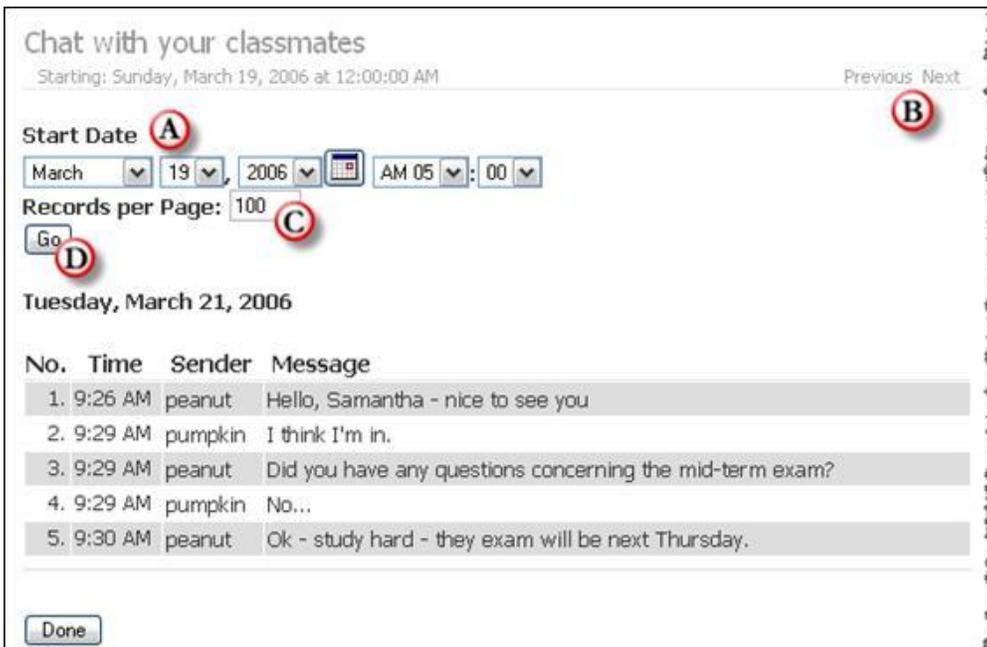
## Using the Live Chat Component

The Live Chat component appears on the Communication tab. Once the chat has gone live, the link appears.



The elements of the Live Chat component include the following:

1. **Chat Link.** The name of the chat appears as a hyperlink to the chat.
2. **View Logs.** The **View Logs** hyperlink appears once the chat has gone live.



- A. **Start Date.** Select a start date/time from the **Start Date** drop-down menus to limit or expand the number of logs displayed.
- B. **Previous/Next.** Go to the Previous or Next page.
- C. **Records per Page.** Select how many records appear on each page.
- D. **Go.** Click the **Go** button to initiate any changes made above.

3. **Clear Logs.** Click the **Clear Logs** hyperlink located below the live chat session. The Clear Chat Log page displays. Confirm the permanent deletion of entries by clicking **OK**.