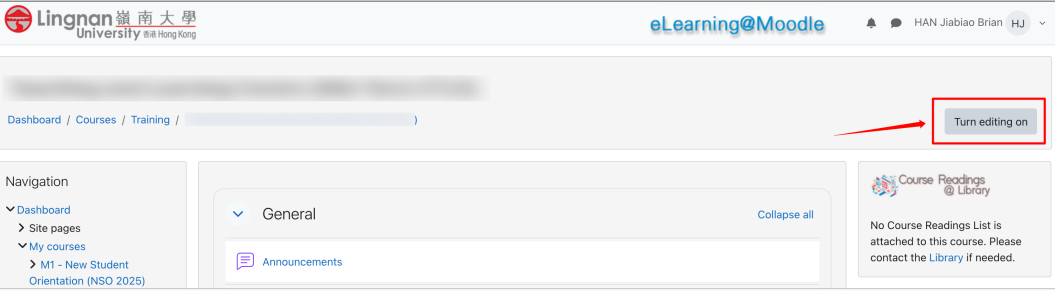
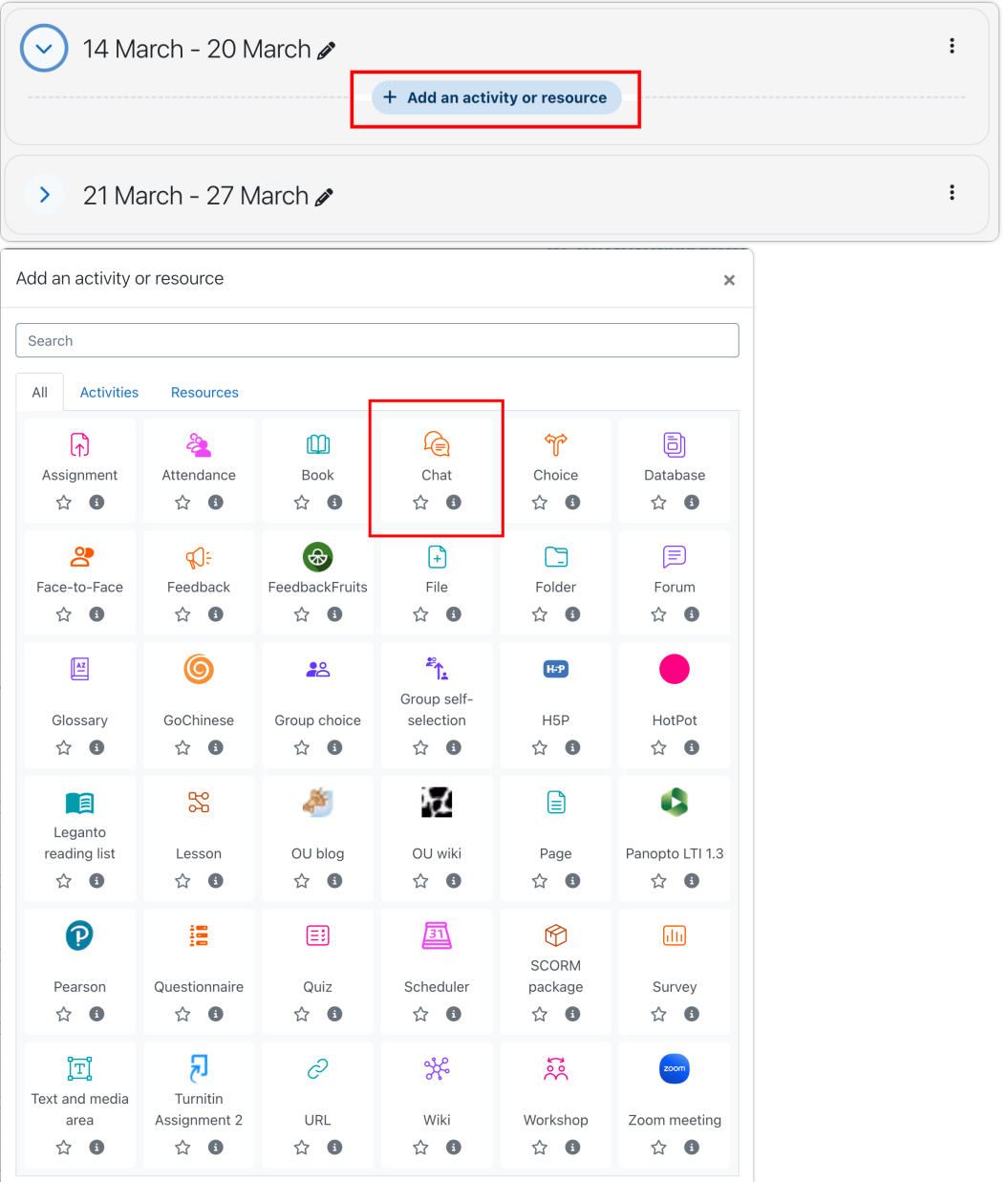


The **Online Chat** module allows you to chat with your students live.

1. Creating a chat room:

1	Login to Moodle and <i>Turn editing on</i> .	
2	Add the Chat activity	Select Chat from the Add an activity or resource drop-down list. The setting page will be displayed. 
	Setting up the Chat activity	1. Enter a name for the newly created chat room. It will be displayed on the course home page. 2. Enter a description for the chat room.

3. Set the **Next chat time** with date and time. The chat activity will be posted on the calendar to inform students when to expect to chat. It will not restrict access to the chat room at other times.

General

Name of this chat room ¹

Description ²

☐ Display description on course page ²

Chat sessions

Next chat time: 22, August, 2025, 09, 46 ³

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

> Competencies

☐ Send content change notification ²

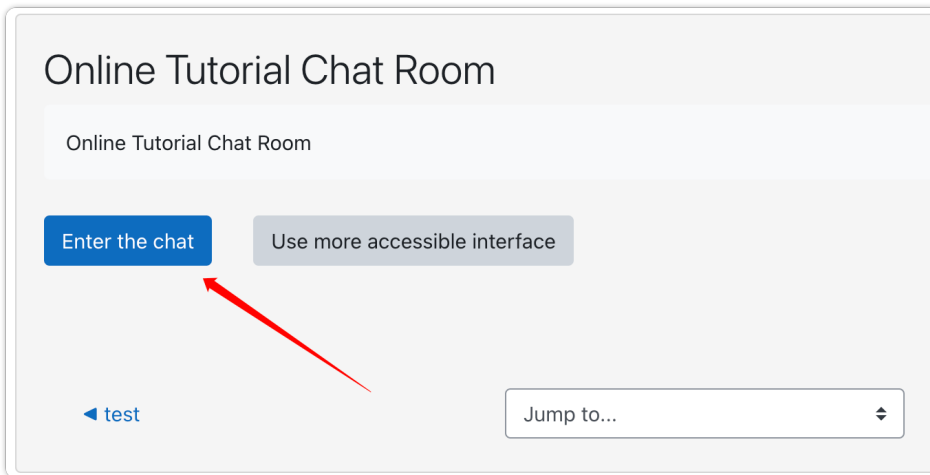
⁴ Save and return to course Save and display Cancel

4. Click **Save and return to course**

* There are other options you might want to explore. Click on the inline help icon for more information if necessary ¹

Using a chat room

- 1 Click on the name of the chat room and click “**Enter the chat**”



Type a message and then press Enter to send a message to all current users.

* Click Use more accessible interface to chat if your browser is not compatible with the chat room from previous link

* Click View past chat sessions to view the saved transcripts. This function may be missing if Everyone can view past sessions is set to No and you are not granted the permission right.

If you need any professional e-learning support, please contact please contact Dr Alice CHUI, Chief Digital Innovation and Strategic Lead of TLC (email: alicechui@LN.edu.hk; phone: 2616 7576) and/or Mr Brian HAN, Technology Support Officer of TLC (email: brianhan@LN.edu.hk; phone: 2616 7910). **Teaching and Learning Centre**

Version as of 22 August 2025