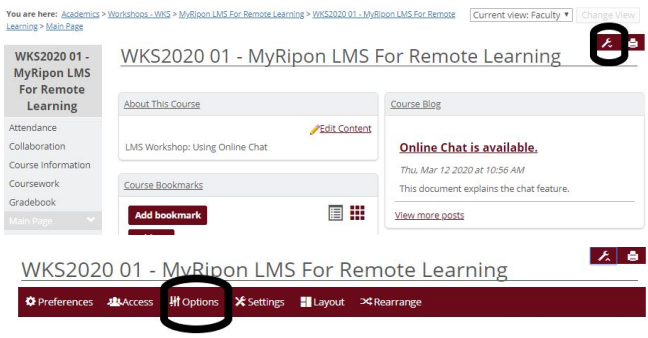
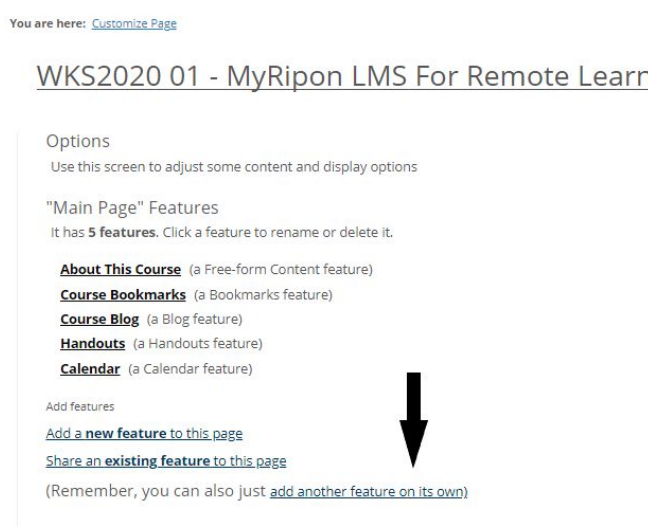
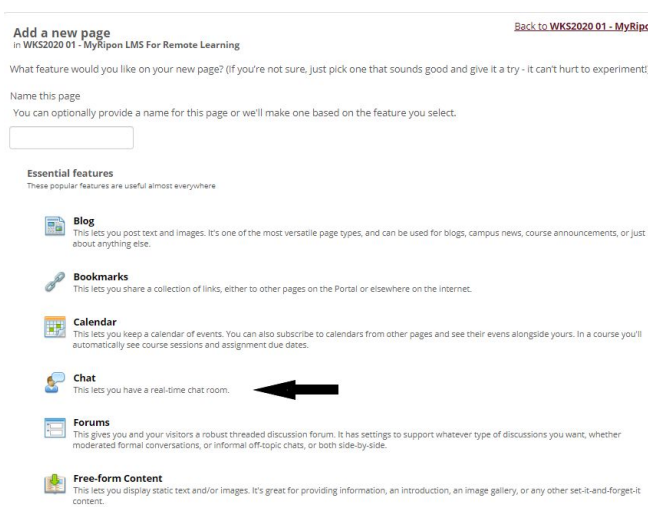


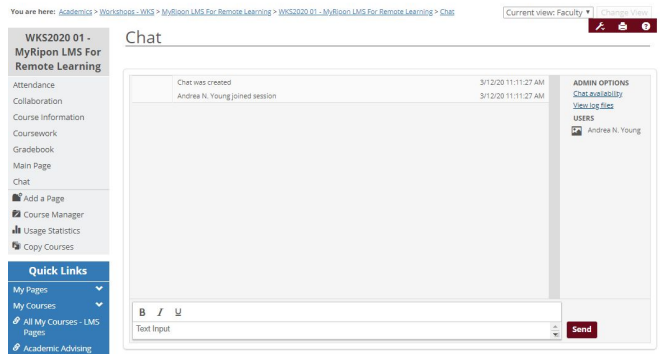
Add an Online Chat page in MyRipon LMS course

03/12/2020 GSR

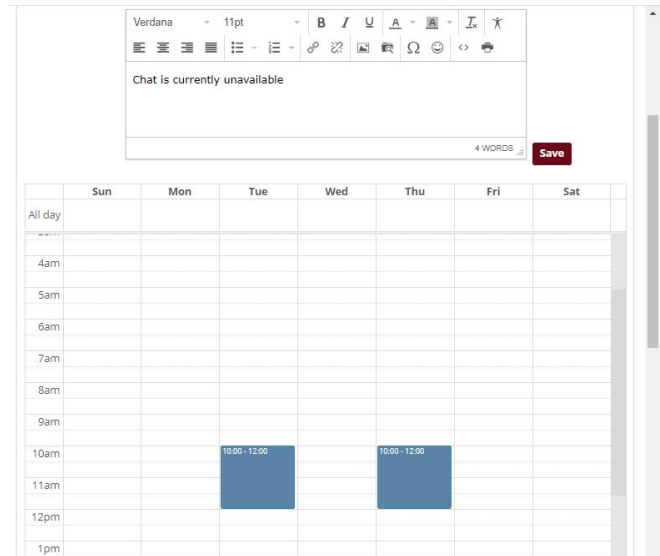
Online Chat is not part of the standard LMS course template. Instructors can easily add this functionality as follows:

<ul style="list-style-type: none">• Navigate to your LMS course page• Click the wrench tool• Click Options	 <p>The screenshot shows the course page for 'WKS2020 01 - MyRipon LMS For Remote Learning'. A red circle highlights the wrench icon in the top right corner. Below it, the 'Options' menu is visible, also circled in red. The page content includes sections for 'About This Course', 'Course Bookmarks', and 'Course Blog'. A notification banner at the bottom of the page reads 'Online Chat is available.' with a timestamp of 'Thu, Mar 12 2020 at 10:56 AM'.</p>
<ul style="list-style-type: none">• Click Add another feature on its own	 <p>The screenshot shows the 'Options' page for the course. It lists several features: 'About This Course', 'Course Bookmarks', 'Course Blog', 'Handouts', and 'Calendar'. Below the list, there are two links: 'Add a new feature to this page' and 'Share an existing feature to this page'. A black arrow points down to the text '(Remember, you can also just add another feature on its own)'.</p>
<ul style="list-style-type: none">• Choose Chat	 <p>The screenshot shows the 'Add a new page' form. It asks 'What feature would you like on your new page?' and provides a list of 'Essential features'. The 'Chat' feature is selected, indicated by a black arrow. The 'Chat' feature description reads: 'This lets you have a real-time chat room.'</p>

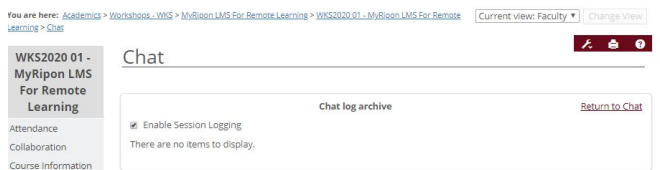
- You now have an online chat page for your course.



- Use the Chat Availability link to schedule when online chats are available. This will be displayed in the course calendar.



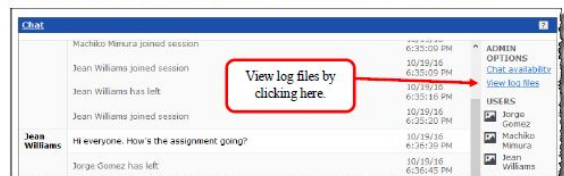
- Chat sessions can be saved and distributed to class members if desired. Use the View Log Files link to enable logging.



- Once chat session logs are created, they become available for download.

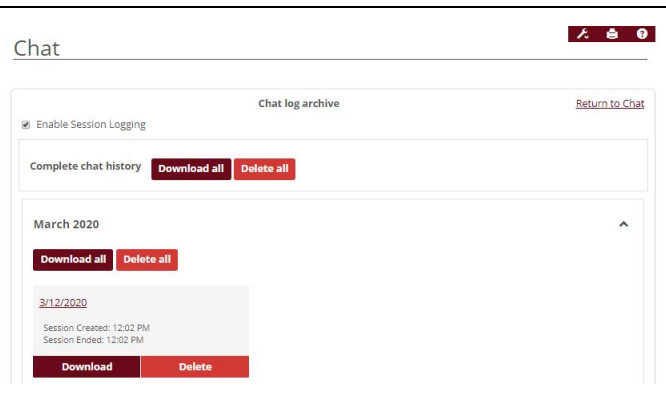
Managing log files

When logging is enabled, the Chat feature keeps logs for each chat that takes place in the feature instance. Users with the Can Manage Logs permission can access these logs via the View log files link found under the administrative options in the upper-right corner of the Chat window.

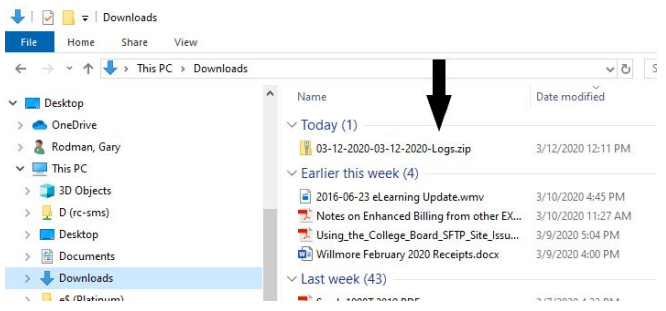


Log files are organized according to month and year. This screen provides options for downloading or deleting individual chat sessions, all logs for a particular month or all logs since the Chat feature instance was created.

- Instructors can download selected chat session logs or all of them. Once downloaded, instructors can distribute the files as needed.



- Chat session logs are simple text files, but they download as .zip files.



- When unzipped, (Windows: Right click, Extract All; Mac: Control+click, Open with: Archive Utility App), the transcript of the chat can be viewed.

