# OpenKGUMSB

# CHATS MANUAL FOR TEACHERS

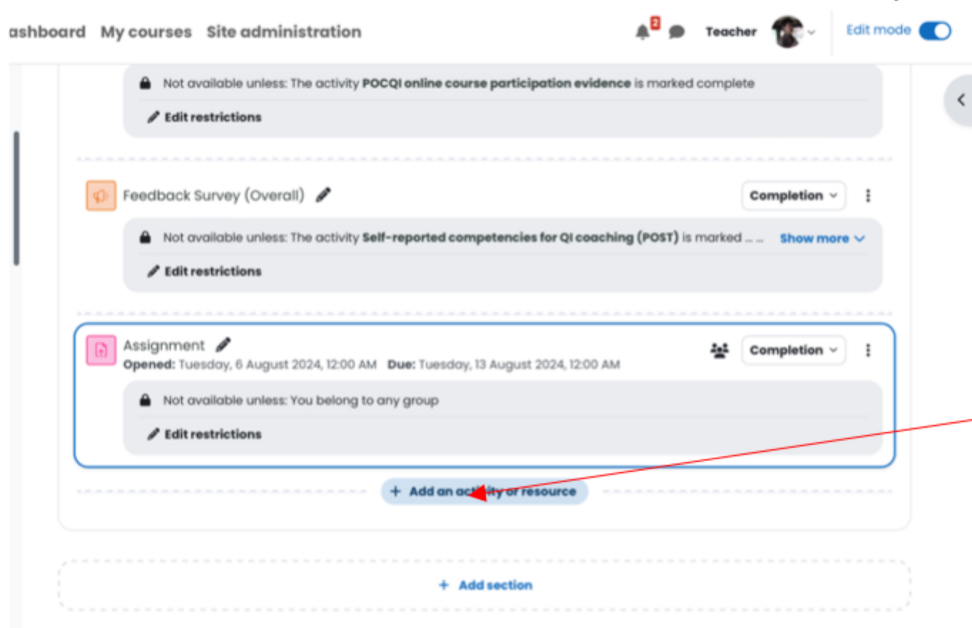# OpenKGUMSB Teacher Chats Manual

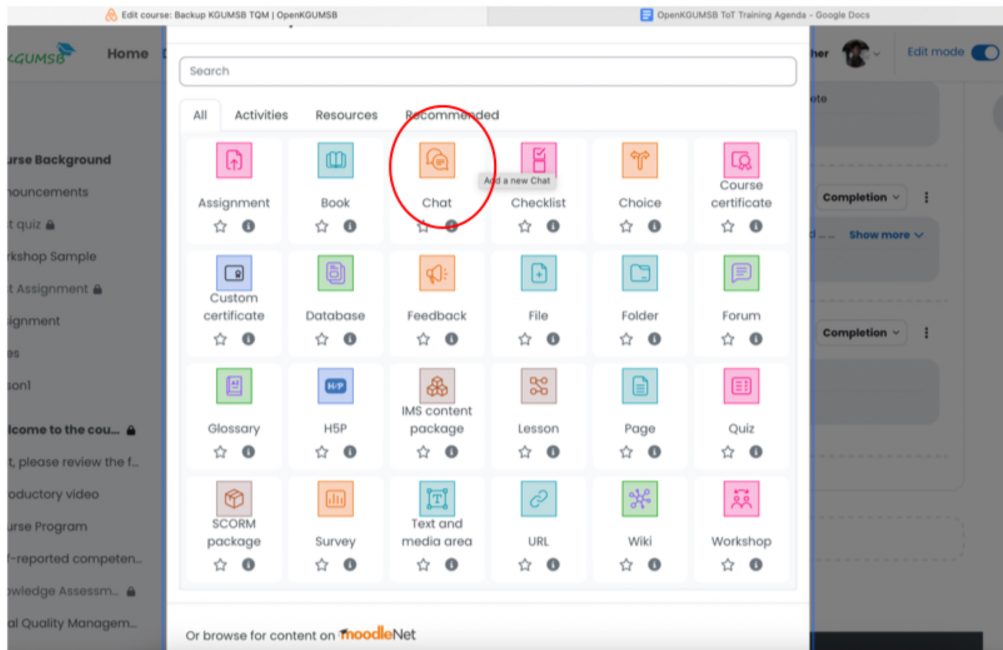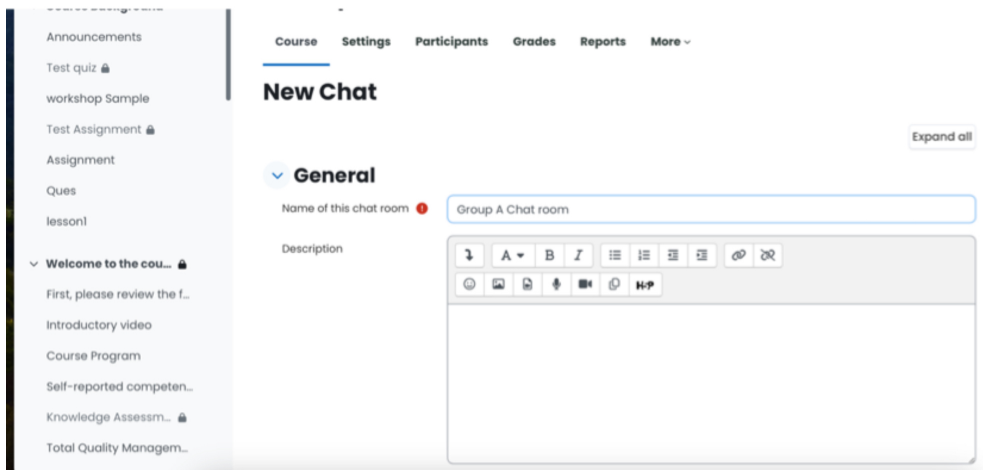| Written by: | ICT UNIT (OOP, FNPH, FOTM, FOUGM) |
|---|---|
| Department: | KGUMSB |
| Date: | 09-08-2024 |
| For: | OpenKGUMSB Teachers |

## Chats

1. To create a chat, turn the edit mode and  click on "Add on activity or resource".
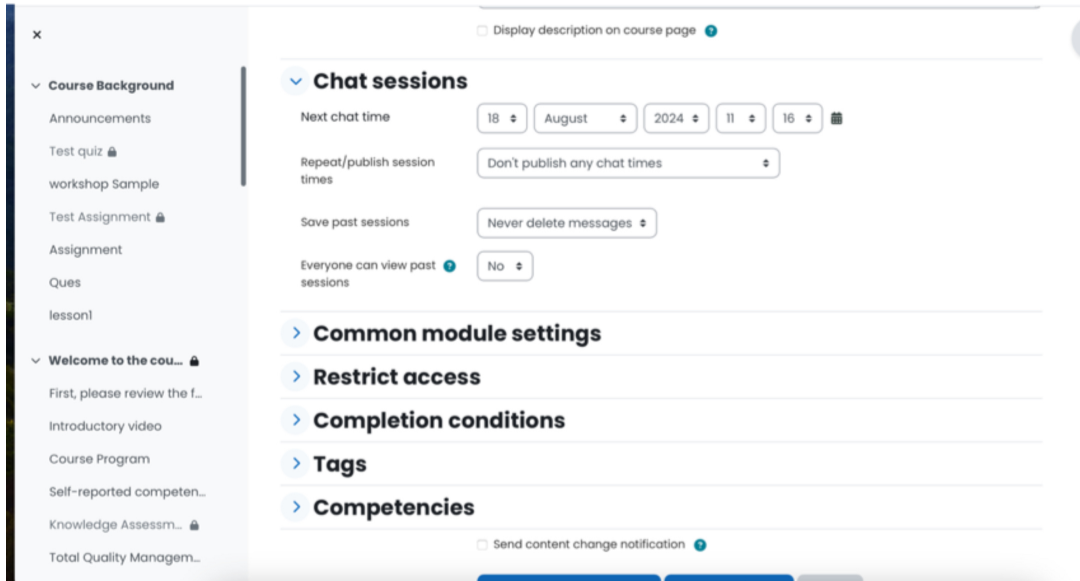
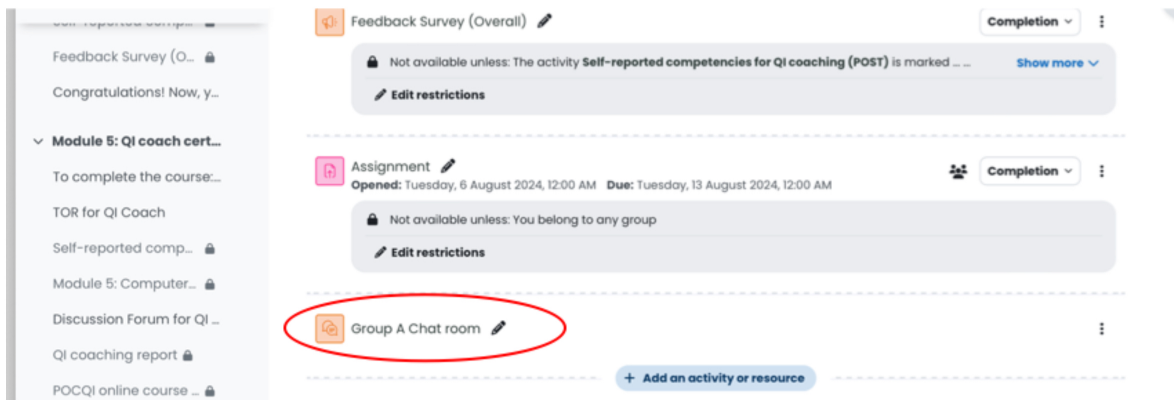2. The activity dashboard will appear. Click on chat as shown below.



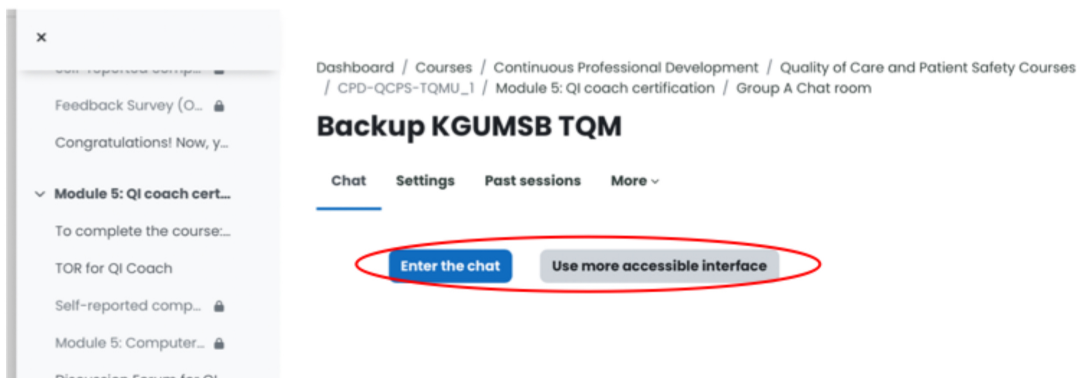3. Here you can name the chat room, give descriptions

4. You can also configure the chat sessions. After the changes click on save changes.



5. Now you have successfully created the chat room. Click on the chat room to start the conversation



6. To start a conversation, click either of the buttons.



7. Below is the example of a chat session

Participants

Dechen Wangdi Idle 8 secs

Send message ❓

Submit   Refresh   ☐ Show only new

**Messages**

| From | Message | Time |
|------|---------|------|
|      | Dechen Wangdi has just entered this chat | 11:38 |

Module 5: Computer... 🔒

Discussion Forum for QI ...

il Development / Quality of Care and Patient Safety Courses
tification / Group A Chat room

ssible interface