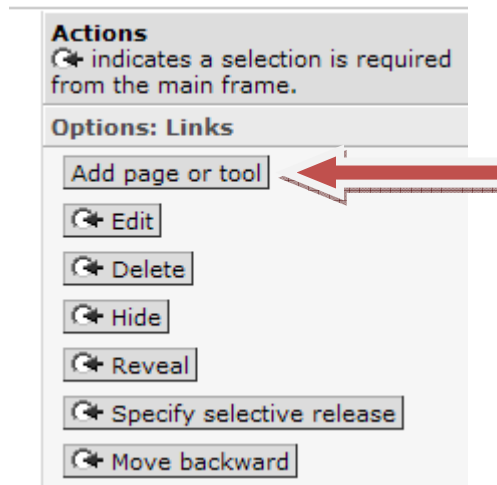


# How to Add the Chat Tool in WebCT 4

This page will tell you how to add the Chat Tool into your WebCT 4.

## Step 1:

First step is to log into WebCT, then you want to click on “Add Page or Tool”.



## Step 2:




Click on Chat

Communication Tools	Evaluation & Activity Tools
Discussions	Quizzes/Surveys
Mail	Self Test
Chat	Assignments
Whiteboard	Student Presentations
Calendar	Student Homepages
Student Tips	

## Step 3:

Enter the title for the Chat. Select where the tool is to show up. Click “Add” to complete the addition.

### Add Chat

1. Enter a title for this item:  
2. Decide where to show the link to this item.
  - On the *Course Menu*, visible on all pages. Link will appear as text.
  -   On an *Organizer Page*:  
  - Link shows item title
  - Link shows icon (select below)
    - Use default icon
    - Use custom icon
  - Choose icon:
3. Add this item to your course.

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