



CIE

The Center for Instructional Excellence

CHAT ROOMS – MODIFY NAMES

1. From Chat Rooms in the Communication Area of WebCT, click <Modify Chat Room>

Homepage > Section Information > Communication Tools > chat

WebCT Chat

Room 1
Room 2
Room 3
Room 4

General Chat for BASIC MATHEMATICS
General Chat for All Courses

Note: Conversations in the following rooms will be recorded:
Room 1, Room 2, Room 3, Room 4.

Actions
Options
Modify chat room names
View room log
Modify chat room names

Customize
Customize page colors
Modify/Add background image
Modify/Add banner image
Edit/Add upper textblock
Edit/Add lower textblock

2. Edit the names
3. Click <Update>

Designer Options

Homepage > Section Information > Communic

Edit Room Names

Room 1: Room 1
Room 2: Room 2
Room 3: Room 3
Room 4: Room 4

Update Cancel

4. The following chat room name was updated

Homepage > Section Information > Communication Tools > chat

WebCT Chat

blue room
Room 2
Room 3
Room 4

General Chat for BASIC MATHEMATICS
General Chat for All Courses

Note: Conversations in the following rooms will be recorded:
blue room, Room 2, Room 3, Room 4.