Chat Tool

1. Log into BOLT and **Select a Course**.

2. Click **Learning Tools** then **Chat**.

3. Click on chat to join.

**DIRECTIONS CONTINUE ON NEXT PAGE.**

5. Click the dropdown arrow and then click **View Sessions**.

**DIRECTIONS CONTINUED ON NEXT PAGE.**
6. Click on a Start Date to view past chat sessions.

7. Chat Session Window. Click Done.

Chat Session

- **Chat Information**
  - Chat Title
  - Office Hours

- **Session Information**
  - Start Date
    - Jun 25, 2013 3:29 PM
  - End Date
    - Jun 25, 2013 3:32 PM

- **Chat Text**
  - The text is shown in the order that it was entered; the oldest text is at the top and the newest text is at the bottom.

  - *Session Started*
    - demoins01 joined the Chat
    - demostu01 joined the Chat
    - demoins01: What are your office hours?
    - demoins01: Monday 1-4, Tuesday 9-11, and Thursday 9-11

  - demostu01 left the Chat

  *Session Ended*

---

Chat Tool

Student Workers - Instructional Media and Design Center
Bloomsburg University – June 2013
8. Click **Done** to go back to **Chat List**.