

Activity Guide: Live Chat Session

Date, Time and Duration

(Per agreement of the group; it should not last more than one hour.)

Objective

Live chat sessions are meant for everyone to interact in real time. They are opportunities for getting immediate feedback on questions, issues, and concerns. The answers to the exercises will be discussed during the live chat sessions. Resource persons on relevant topics may be invited to share their expert opinions as needed.

Task and Output

Everyone is required to participate in each chat session.

Specific Guidelines

1. Prior to the session, the group should, as much as possible, agree on:
 - a. the date, time, and duration of the session; and
 - b. additional agenda aside from questions and concerns related to the modules covered in each particular chat session.
2. Prior to the session, everyone should read additional guidelines for specific chat sessions, if any.
3. Be ready with a copy of your answers to the exercises for the modules covered for particular chat sessions. They should have been uploaded in the course site at least 5 minutes before the session starts. The Course Facilitator will download them before the session for documentation.
4. List any questions or concerns you may have.
5. Please enter the chat room at least 5 minutes before the scheduled session so that it can begin (and end) on time.
6. To enter, click "Click here to enter Chat now." You will then see on your right your name and the names of those already present in the chat session.
7. In the field on your left, enter your message.
8. Read the posts of others.
9. Reply to any of the posts or to everyone in general.
10. Always observe network etiquette when posting in live chat sessions. Please read <http://www.albion.com/netiquette/corerules.html>.
11. Do not leave the chat room until the session has been officially adjourned by the facilitator.
12. Questions and concerns not taken up during the session may be posted in the discussion forum instead.

Your activity in the course site is tracked and documented automatically by the system.