

Chatting with Students with SynchronEyes

SynchronEyes software allows you to chat with your whole class or a specific group. By restricting your comments to a group, you don't distract students with messages that don't apply to them.

If you want to send a message to several students only, you can send a private message which is only visible to the selected students. You can view all chat messages, including the ones between students, in the History window of the Chat view.

All students can view the chat history of messages displayed on the All Students tab. However, students must be a member of the group to view the messages on a group's chat history.

At any time during your chat, you can save the chat history as a text (.txt) file. You can also clear the messages in the chat history for the current group tab. If you want, you can allow students (either the whole class or a group) to chat with each other, even when you're not contributing to the messages.

NOTES

Students using SynchronEyes software in Hidden mode can't initiate a chat, even if you allow chatting. However, they can respond to your messages. Students using mobile devices can't view or respond to student chat.

Chatting to Students

1. Click **Chat** in the **Views** toolbar or select **View > Chat**. The Chat view appears.
2. If you want to chat with all of your students, click the **All Students** tab. If you want to chat with a group, click the group's tab. If you want to chat with all of your students, click the **All Students** tab. If you want to chat with a group, click the group's tab.

NOTE: If you want to chat with selected students, use private messages instead. For more information, see page 56.

3. Type your message in the Message text box at the bottom of the screen and press the ENTER key. On the current group tab, your message appears in the History window of the Chat view.

Your message also appears in the equivalent tab of the students' *SynchronEyes Student Chat* dialog box. Each student's *SynchronEyes Student Chat* dialog box has a tab for every group of which that student is a member.

Students can't view a group's chat history if they're not in that group.

NOTE: *If your students haven't opened their SynchronEyes Student Chat dialog box, tell them to double-click the **SynchronEyes** icon in the system tray and select **Chat**.*

TIP

For easier file management, create separate chat folders for each group, and enter the current date as part of the file name.

Enabling Chat for Students

1. To allow students to participate in the chat session, click **Enable** (so it appears selected) or select **Edit > Enable Chat** (so it's checked).

NOTE: *If you don't enable student chat, students can't reply to your message.*

2. When a student creates a new message in the *SynchronEyes Student Chat* dialog box, this message appears on your desktop in the History window of the Chat view. If a student sends the message to a specific group, the message appears on your desktop on the equivalent group tab.
3. Continue to type new messages and view your students' replies.
4. When you've finished chatting, you can click **Enable** (so it doesn't appear selected) or clear the selection of **Edit > Enable Chat** to prevent your students from continuing to chat. If you disable student chat, students can still view the chat history but can't add new messages. To prevent students from viewing the chat history, clear the messages for the current group tab.

Quiz, File Transfer, Chat, Applications View

1. If you are using the Quiz, File Transfer, Chat or Applications view, select a student or several students from the Students list.

If you are using the Thumbnails view, select a student's thumbnail (or several students' thumbnails).

2. Click **Message** or select **Edit > Message**. The *Chat* dialog box appears.
3. Type a message in the Send Message box at the bottom of the dialog box, and press the ENTER key or click **Send**.

Your message appears in the History window of the *Chat* dialog box. Your message also appears in the students' *SynchronEyes Student Chat* dialog box.

Each student's *SynchronEyes Student Chat* dialog box has a tab for every group of which that student is a member. When a student receives a private message from you, your message appears in an additional tab called **Teacher**. The other students can't view the private message.

When a student selects the **Teacher** tab and creates a new message, the message appears in the *Chat* dialog box on your desktop.

4. Continue to add new messages and view your students' replies.
5. When you've finished chatting, close the *Chat* dialog box.

NOTE: *When you end the chat, the selected students can still view the chat history but can't add new messages.*

Saving the Chat History for a Group

1. Click **Chat** in the **Views** toolbar or select **View > Chat**. The Chat view appears.
2. Select the group tab for the chat history you want to view and save.
3. Click **Save** or select **File > Save**. The *Save As* dialog box appears.
4. Browse to an appropriate location for the file.
5. Type the File Name.
6. Click **Save**.

NOTE: *Students can't save the chat history.*

Clearing the Chat History

1. Click **Chat** in the **Views** toolbar or select **View > Chat**. The Chat view appears.
2. Select the group tab for the chat history you want to clear.
3. Click **Clear** or select **Edit > Clear History**. A message appears asking for confirmation.
4. Click **Yes**.

NOTE: *This clears the chat history only for the current group tab.*

Disabling/Enabling Chat

1. Click **Chat** in the **Views** toolbar or select **View > Chat**. The Chat view appears.
2. If you want to enable or disable student chat for your whole class, click the **All Students** tab. If you want to enable or disable student chat for a group, click the group's tab.
3. To enable student chat, click **Enable** (so it appears selected) or select **Edit > Enable Chat**.

To prevent student chat, click **Enable** (so it doesn't appear selected) or clear the selection of **Edit > Enable Chat**. If you disable student chat, your students can still view the chat history, but can't add new messages. To prevent students from viewing the chat history, clear the messages for the current group tab.

NOTES

- *You can enable student chat for one group and disable it for another.*
- *Students using SynchronEyes software in Hidden mode can't initiate a chat, even if you allow chatting. However, they can respond to your messages.*
- *Students using mobile devices can't view or respond to student chat.*