

Chat on Teams

WHAT IS CHAT FOR?

HOW DO YOU USE CHAT?

What is Chat Used For?



Chat is used by teachers during Volusia Live for:



Attendance reasons



To ask students questions to check for understanding and participation



To post assignments or directions for students

What is Chat Used For?



Chat is used by students for:



Check in for attendance (if your teacher requires this)



Ask the teacher questions



Post answers to teacher questions

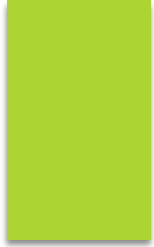


Look for and read teacher directions

How Do You Use Chat?

- To access chat during a TEAMS meeting, click the chat box in the upper right hand corner of your computer screen.





Compose your message in the box and press the airplane to send.

Volusia Live Chat Etiquette

- ▶ Greet your teacher politely & formally when you join the meeting (e.g. Hi Ms. Copeland!). Don't forget that it's your teacher, not your friend.
- ▶ Use correct spelling, capitalization, and punctuation (don't use all caps or txt abbreviations/spelling).
- ▶ Keep your chatting related to class. Don't discuss gaming or other off topic content (no Among Us, etc.).
- ▶ Don't overuse the chat box—it gives alerts to the whole class.
- ▶ Be sure to read all posts before asking questions—they may already be answered!