samegoal

Chat with Colleagues

When collaborating with other staff regarding a particular student or document, it is often useful to discuss in real-time over chat.

Chat with colleagues

In the bottom left menu of the web application, you can switch between the **My Students** tab and the **Online Colleagues** tab. The **Online Colleagues** tab displays all SameGoal users in your district who are currently logged into SameGoal.

Steps *To chat with online colleagues:*

1. Switch from the **My Students** tab to the **Online Colleagues** tab by clicking on the icon.
2. To initiate a chat session, click your colleague's name.
3. Begin typing a message in the chat dialog window.
4. Press enter to send the message.

You can also initiate a chat with a user who is working in the same document as you by clicking their popup icon in the top right of the document, next to your notifications tray.

Steps *To chat with users in the same document:*

1. While working within a document, locate the popup icon for the colleague you wish to chat with.
    - If there are multiple other users in the document with you, there will be multiple icons along the top of the document.
    - Each icon will display the initial of the user and you can hover over the icon to see the user's full name.
2. To initiate a chat session, click the popup icon.
3. Begin typing a message in the chat dialog window.

4. Press enter to send the message.

Tip If a colleague sends you a message, a chat session will automatically open/re-open when the messages are received.

Tip Chats are not associated with a specific document or student. They are saved between you and the other user. You can navigate anywhere in the application and the last 30 messages between yourself and your colleague are initially loaded into each chat session and are available with scroll back.

Tip Click the underscore in the top right corner of the chat box to minimize the chat box. Click the bar again to see the chat. Click the "X" in the top right corner of the chat box to close the session.

Sign out of chat

If you do not want other users messaging you, you can sign out of chat.

Steps *To sign out of chat:*

1. Switch from the **My Students** tab to the **Online Colleagues** tab.
2. Click the dropdown menu arrow.
3. Click the **Sign out of chat** button.
4. To sign back into chat, click the **Sign into chat** button.

When you are signed out of chat, you will no longer see other colleagues who are signed into chat and they will not see you under **Online colleagues**. However, your popup icon will still appear at the top right of the screen while working in documents with other users.

Tip When you have multiple tabs open, signing in and out of one tab will sign in and out of all tabs.

Tip If you are chatting with another user and you sign out, the other user's chat dialog window will state **User signed out.**