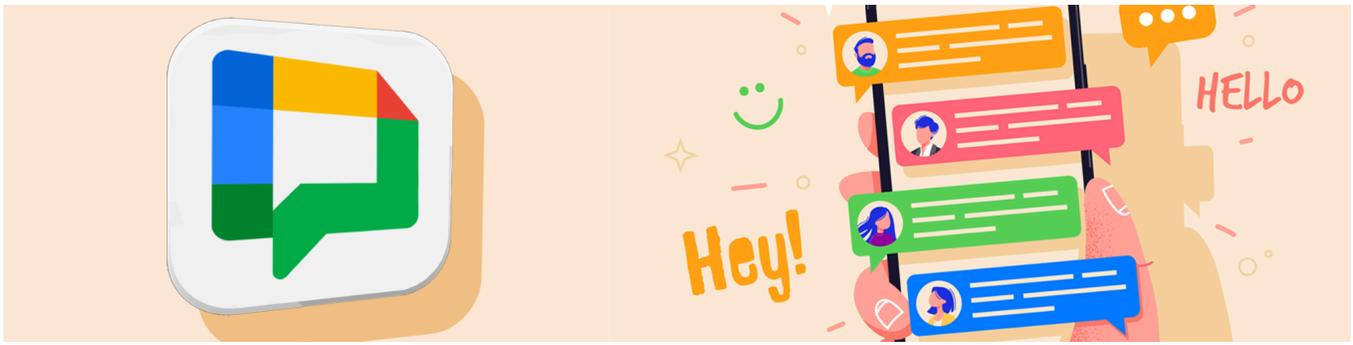# Google Chat in the OCDSB

[Translate this Document](#)

Google Chat makes it easy to collaborate using instant messages with individuals or groups. You can also share and discuss Google Docs, Sheets, and Slides all in one place. Google Chat is available for all staff and for educators to use with students in grades 9-12.

Etiquette Infographics can be found [here](#). Some key points to consider include:

1. Use Chat for purposeful communication
2. Be kind, respectful, professional in your communication: Think before you type.
3. Set boundaries: e.g. remove notifications, communicate during work hours etc.
4. Keep your personal information private
5. For Educators: Why use Chat with your class?
   - Quick check-ins
   - For students most comfortable asking questions privately
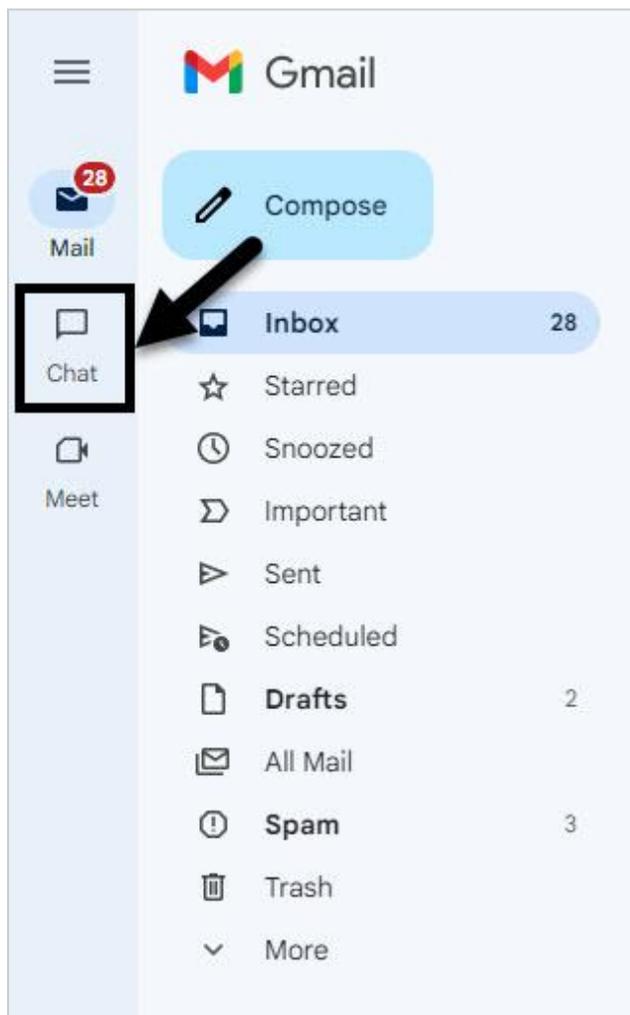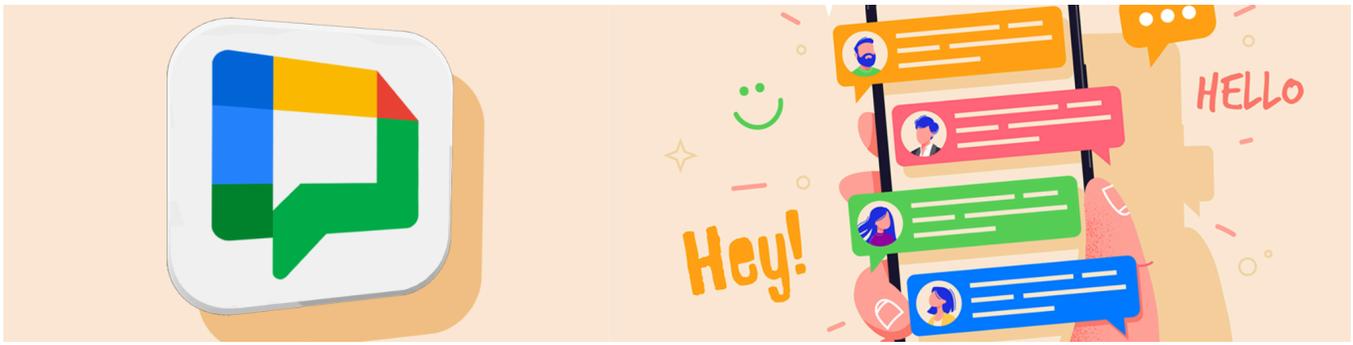   - Specific, short, purposeful communications

Table of Contents:

What does Google Chat Look Like?

By default, Google Chat appears on the left side of your screen in your Gmail as shown below.

The Chat View from Gmail
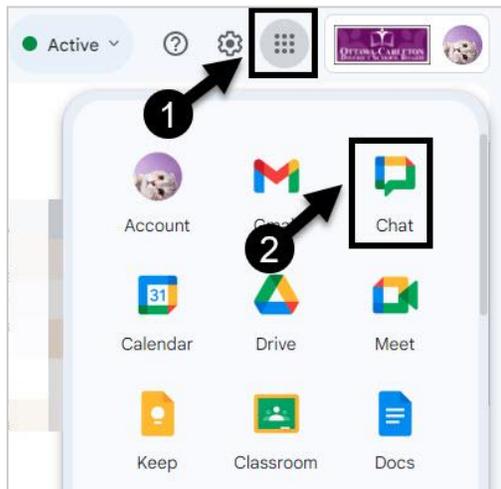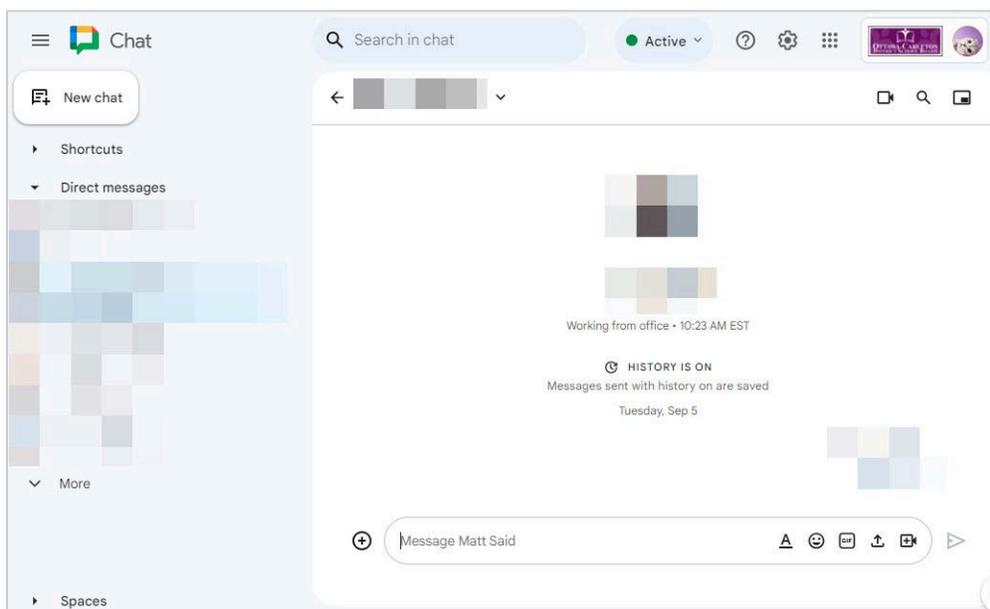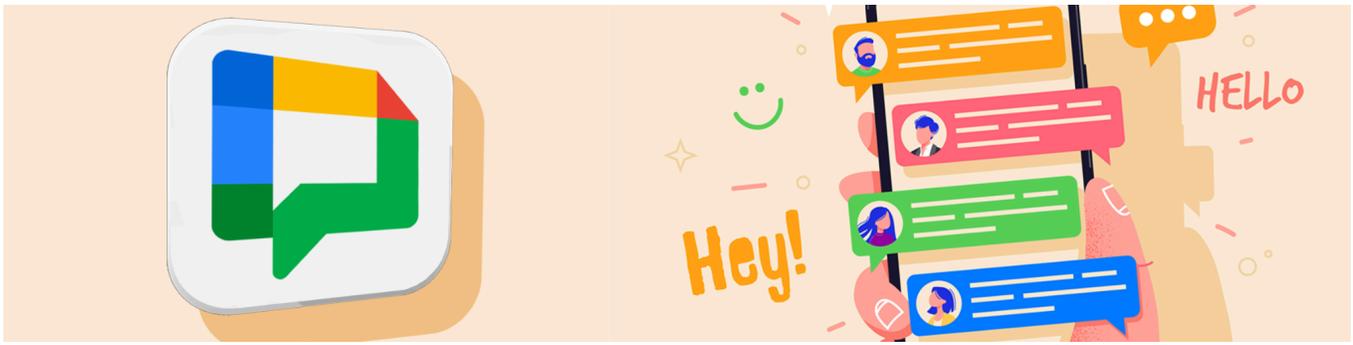
Launching the Google Chat App

1. Go to go to https://chat.google.com/ or
2. From the App launcher (**#1**), select **Chat** (**#2).**

The Chat View from the Chat App

The Chat app will open Google Chat in a separate window.

The following steps work from both the Chat displayed in your Gmail as well as from the Chat app.

Sending a Message to a Person for the First Time

The first time you send a message to someone, you will need to add them to your Chat.

1. Click on the **New Chat** button **(#1)** to open a drop down menu**.**
2. Click on **Add 1 or more people (#2)** and type the name of the person you want to chat with. When their name appears, click on it to select it. Now you can send a message.
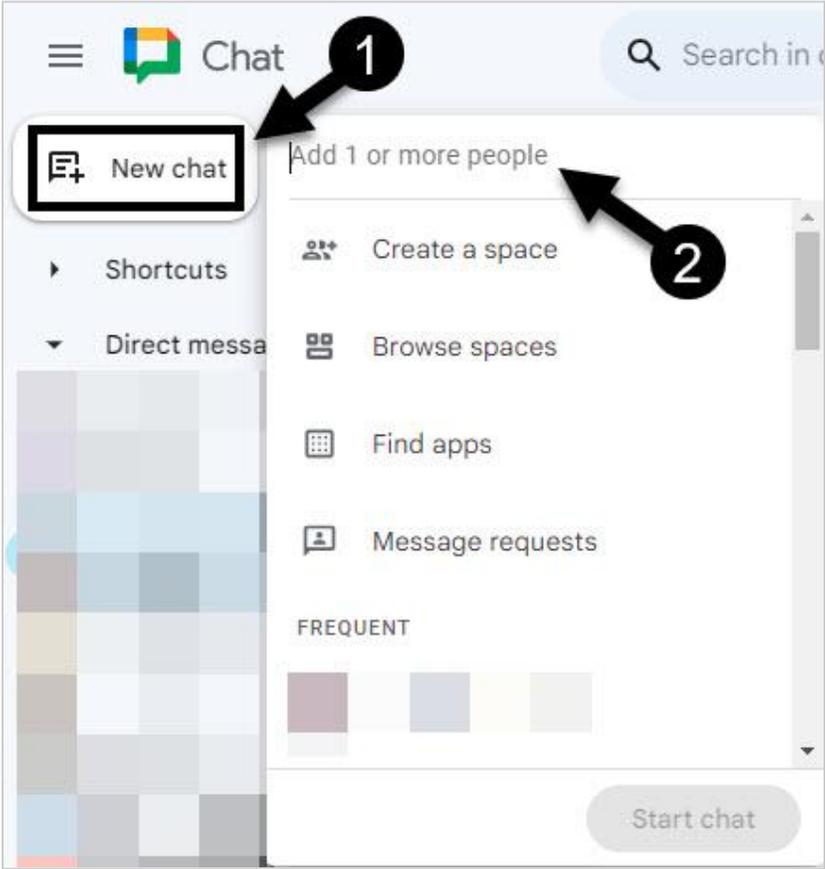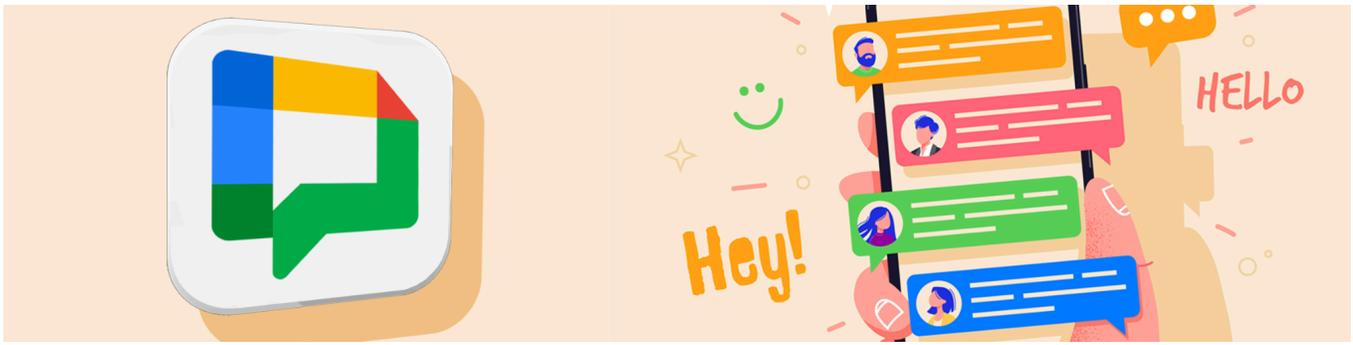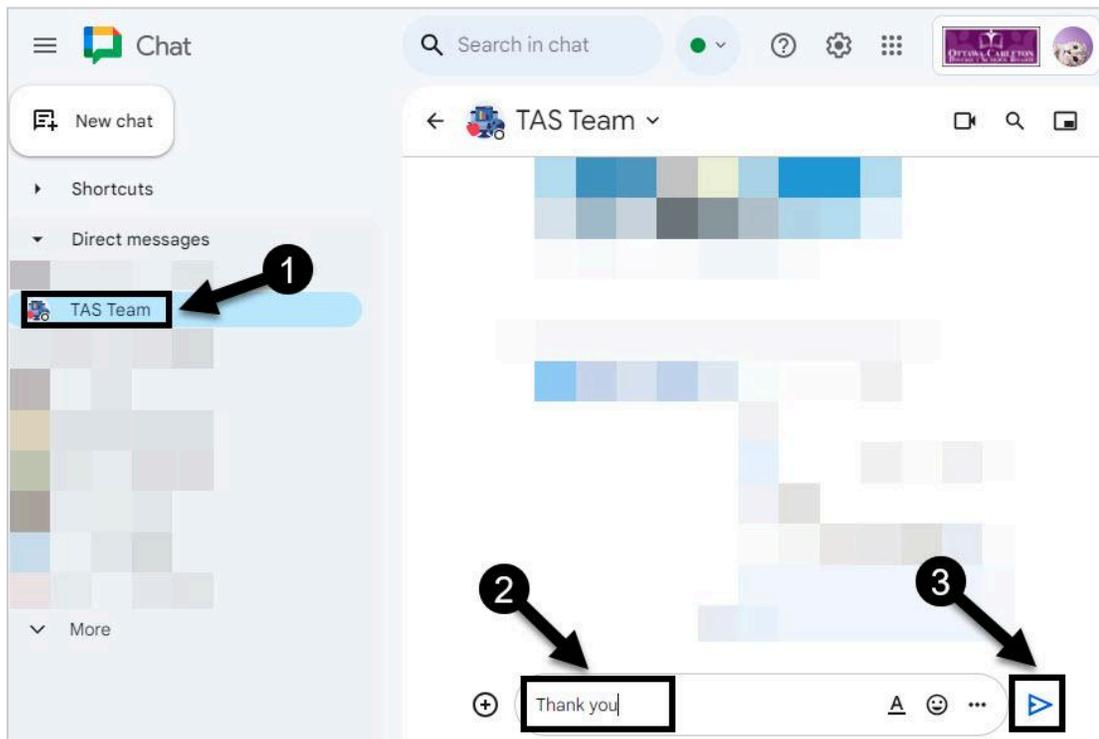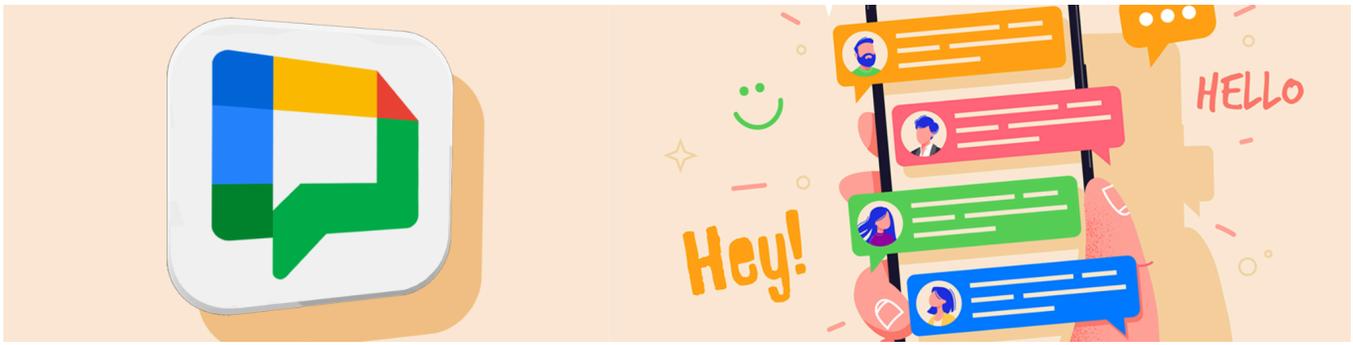
Responding to and Sending Chat Messages

Sending messages is done the same way whether you are sending them to an individual or a group. Here's how to respond to and send messages:

1. In the Chat app, or from the Chat displayed in Gmail, click on the **Name of the person or people** you wish to send a message to **(#1)**.
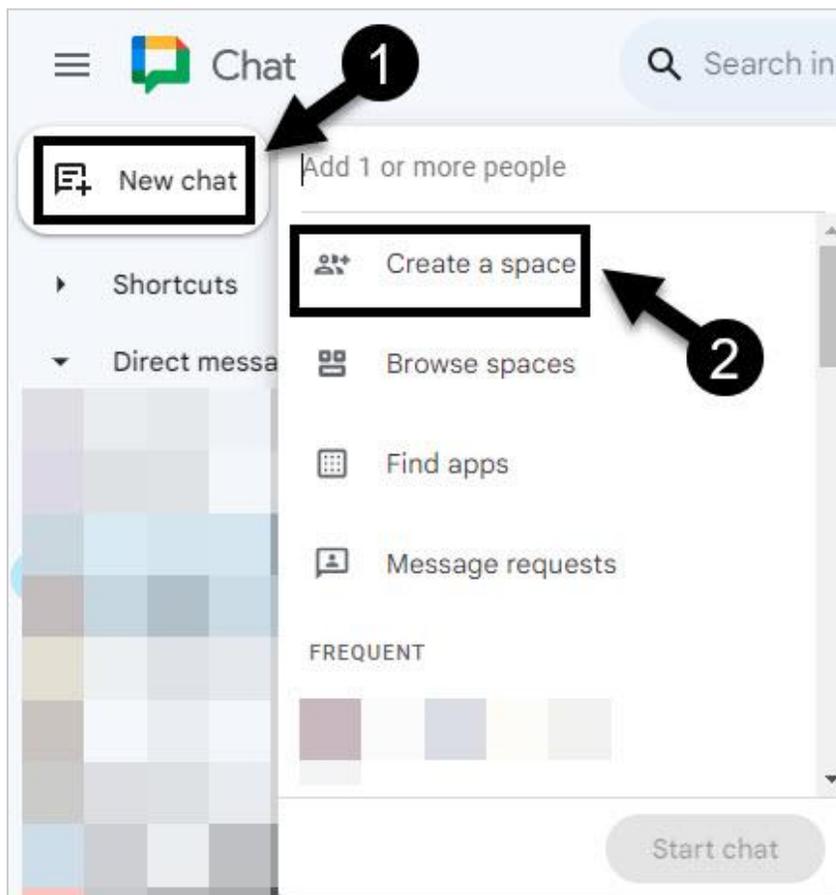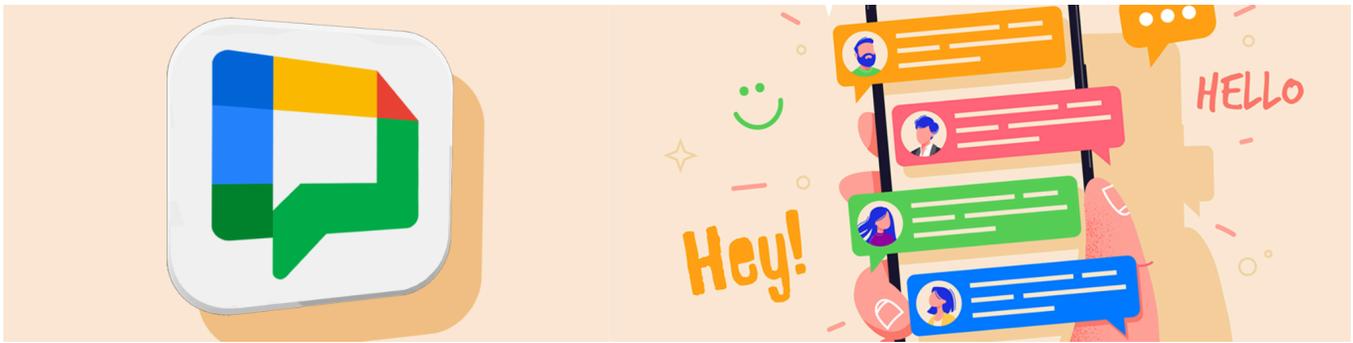2. Type your message **(#2)** and click the **Send** icon **(#3)**.

Creating a Space (Group Chat)

Use a **Space** to quickly connect with a group of people. This used to be called **Group Chat**, but encompasses the features of that tool.

1. Click on **New Chat (#1).**
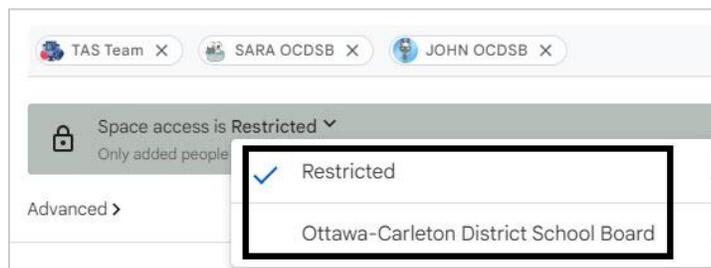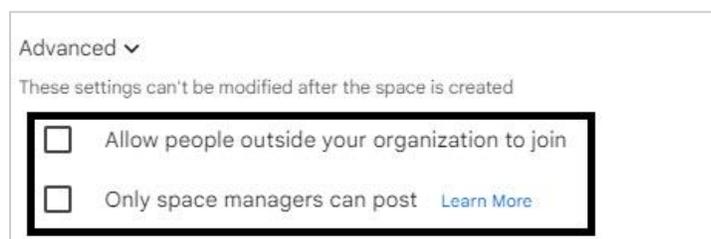2. Select **Create a Space (#2).**

3. You have the option to name the Group Chat **(#1).** Next, type in the name of each person you want to be part of the group **(#2).** (As you type, the name is auto-suggested). Then Click **Create**, to start the Chat.
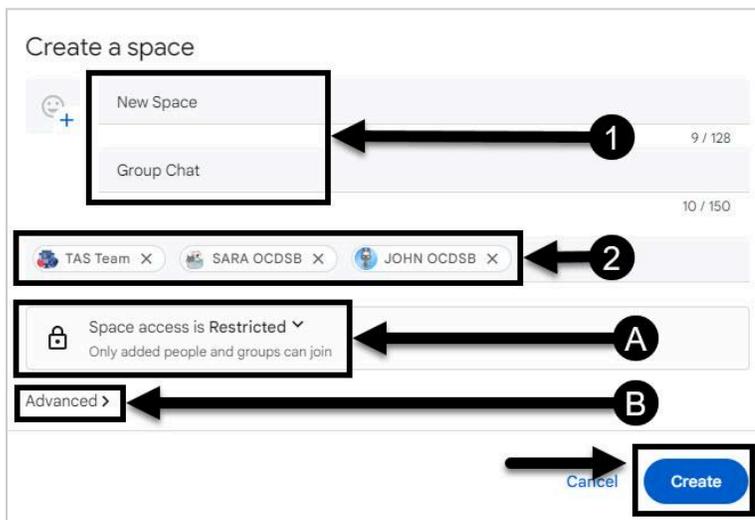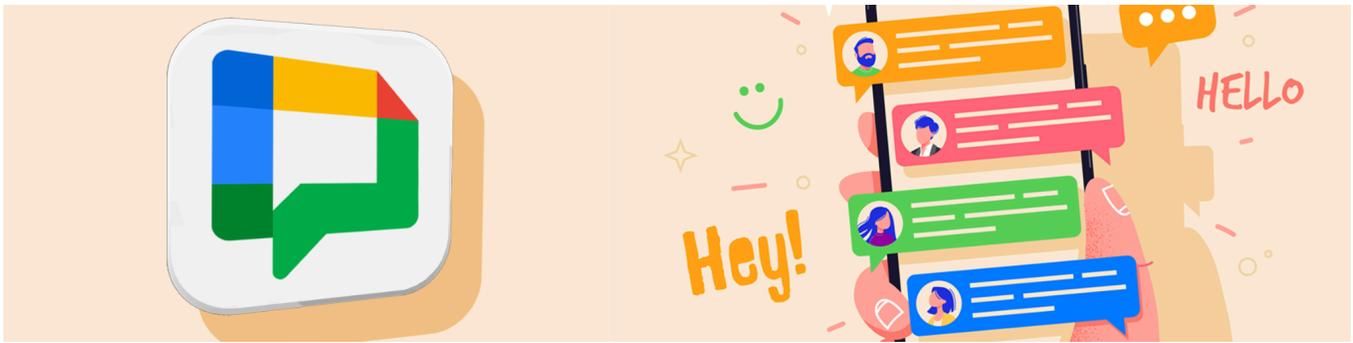

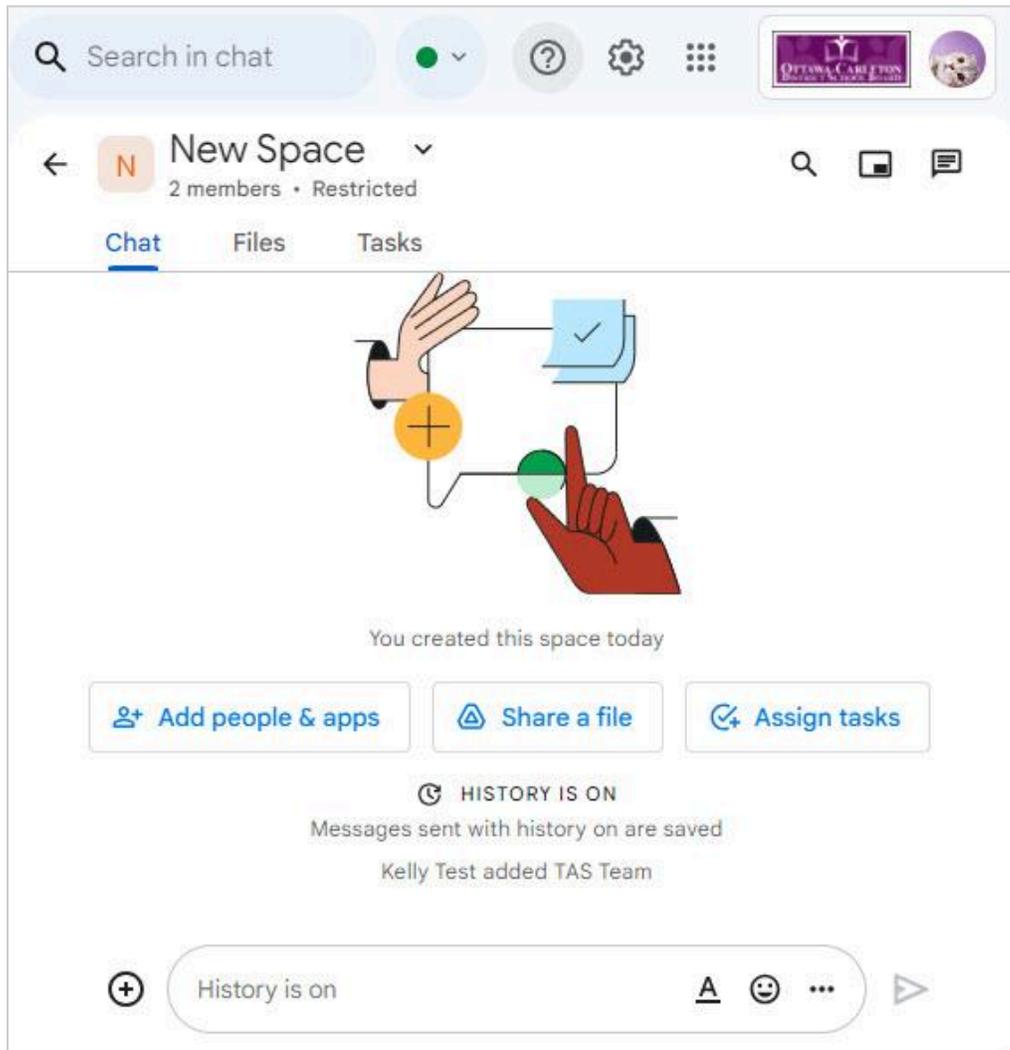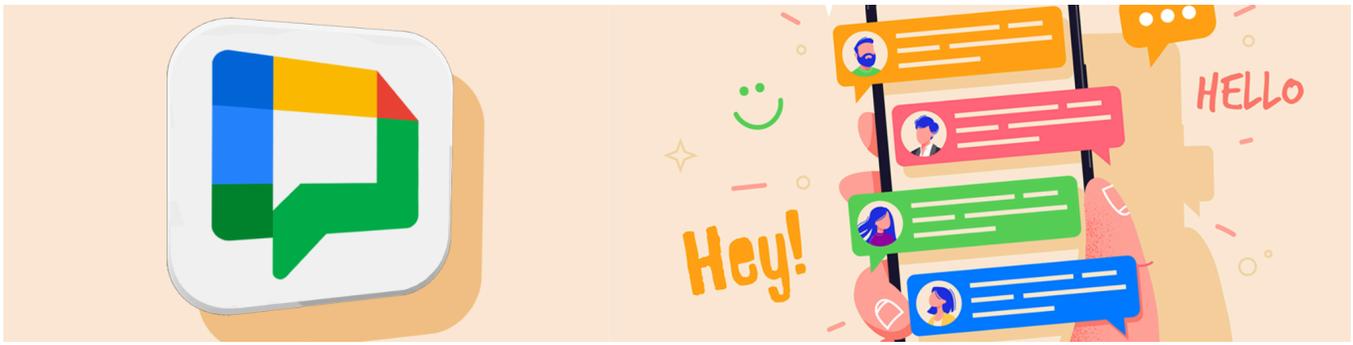A. Under **Space Access** you can choose **Restricted** or **OCDSB**

B. Under **Advanced**, there is an option to restrict access further

4. Once the new Space has been created, it works the same as a regular chat, except that messages are sent to all participants.
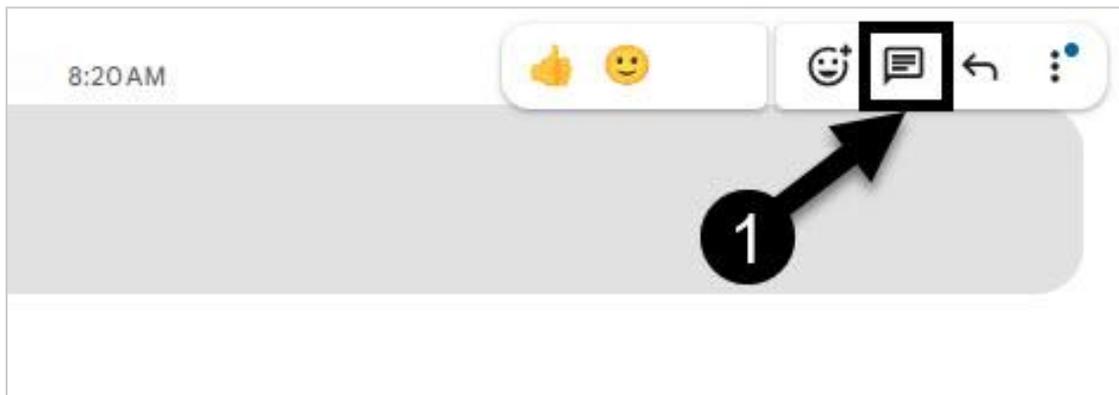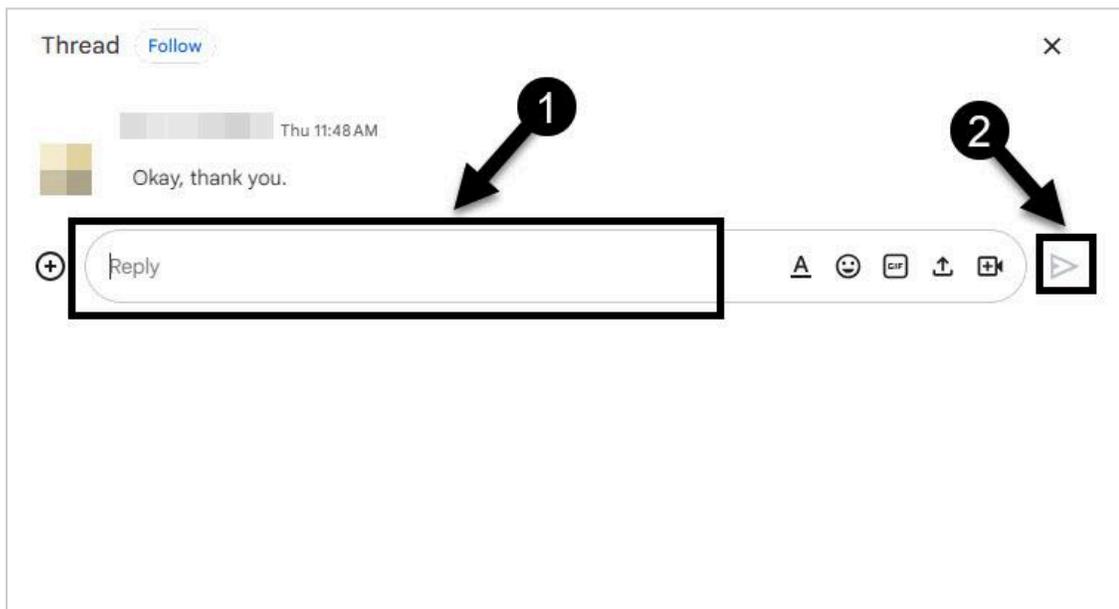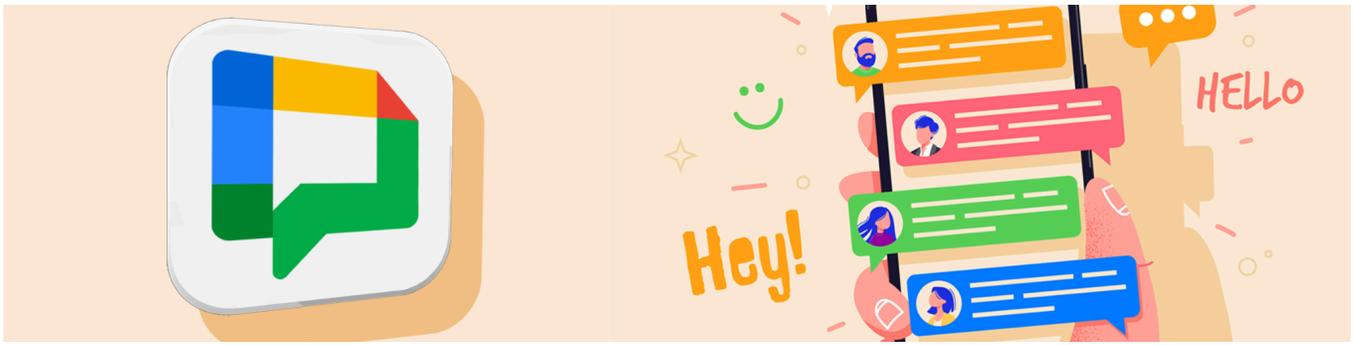
Replying to a Specific Message

You can reply to a specific message in a group chat or Space.

1. Hover over the message you want to reply to and click on the **"Reply in Thread" Icon (#1)**.
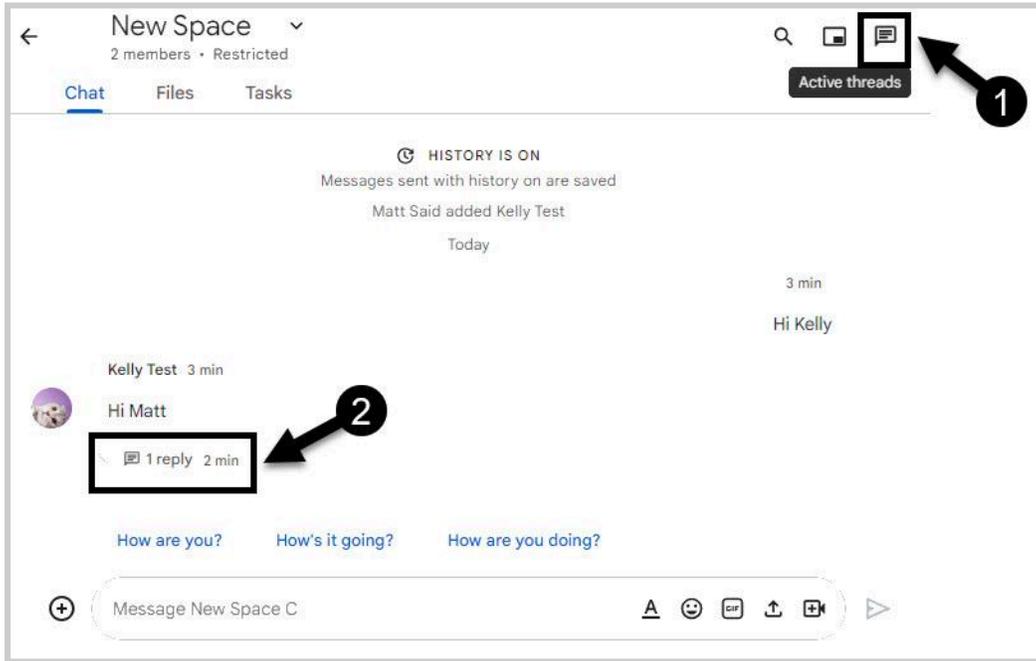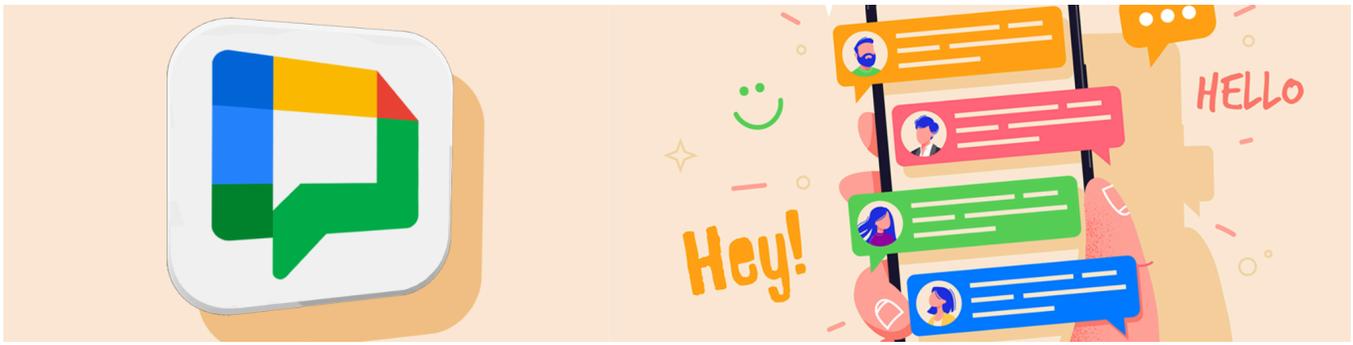

2. This will open a side window titled **Thread**, to the right of your chat. Enter your **Reply (#1)** and click the **Send Button (#2)**.
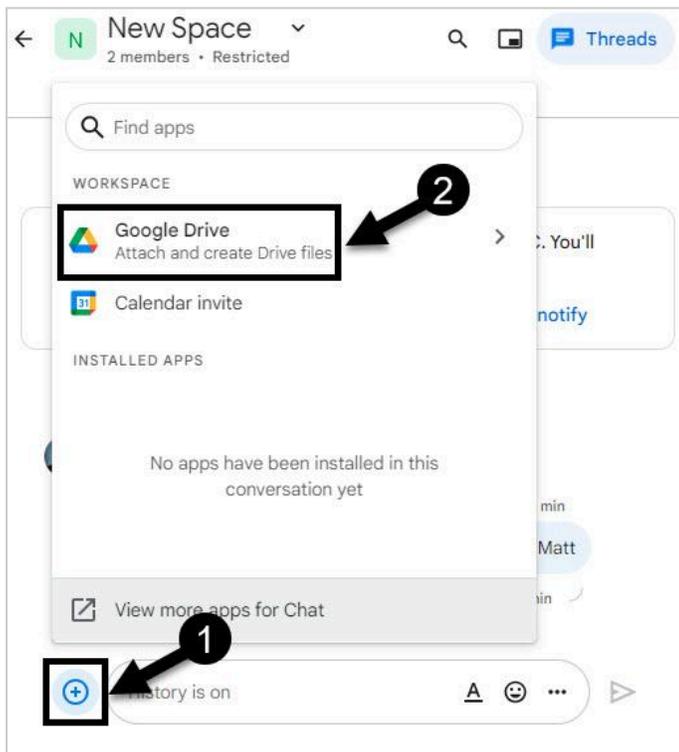
3. There will now be 2 notifications of the reply. At the top right of your Chat Screen **(#1)** and below the message that was replied to **(#2)**.
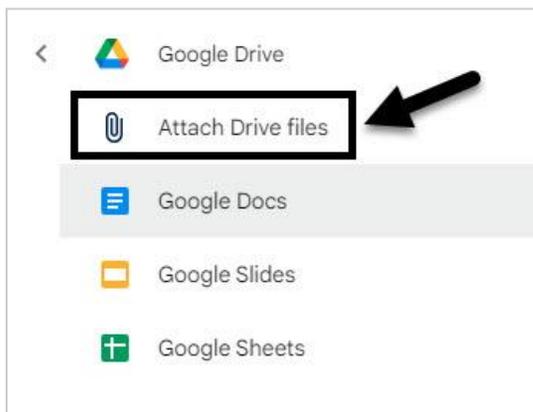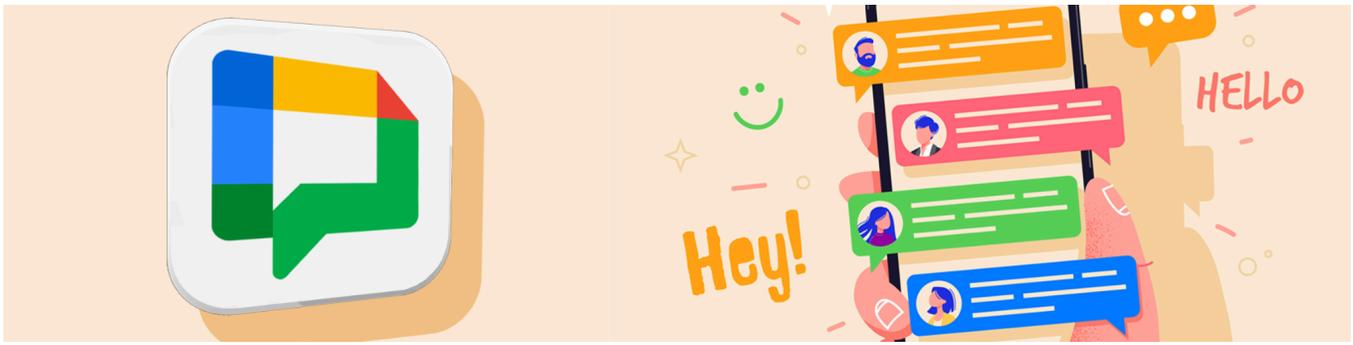
Sharing Docs from Drive in Google Chat

1. In the message section of the Chat screen, click on the plus button **(#1)** and select **Google Drive (#2)**. (This will open a small Window with File Options)
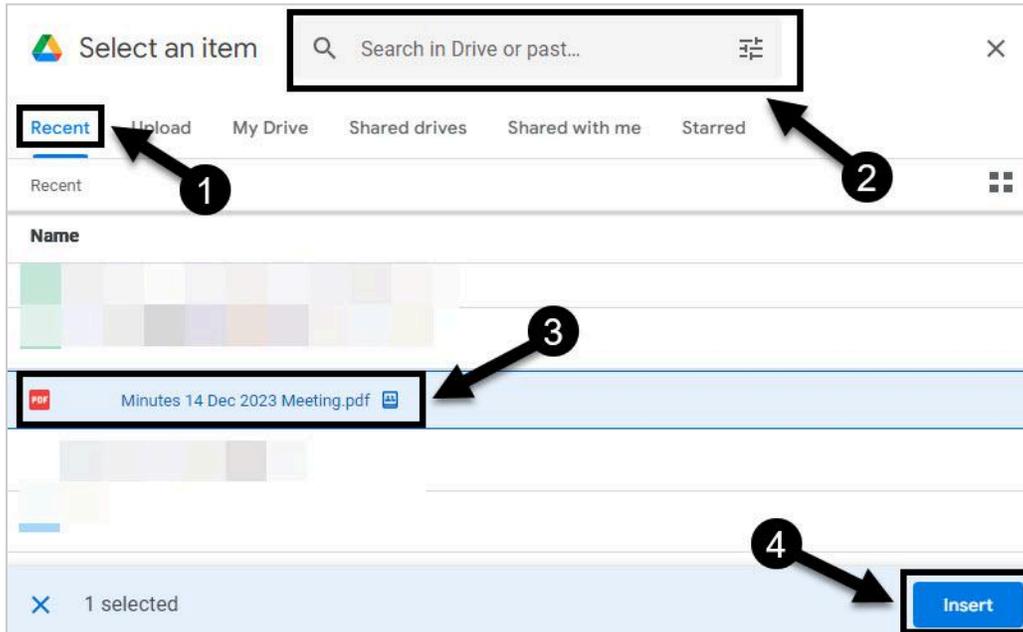

2. Select **Attach Drive files** to open a Window where you can choose from all the items in your Google Drive.
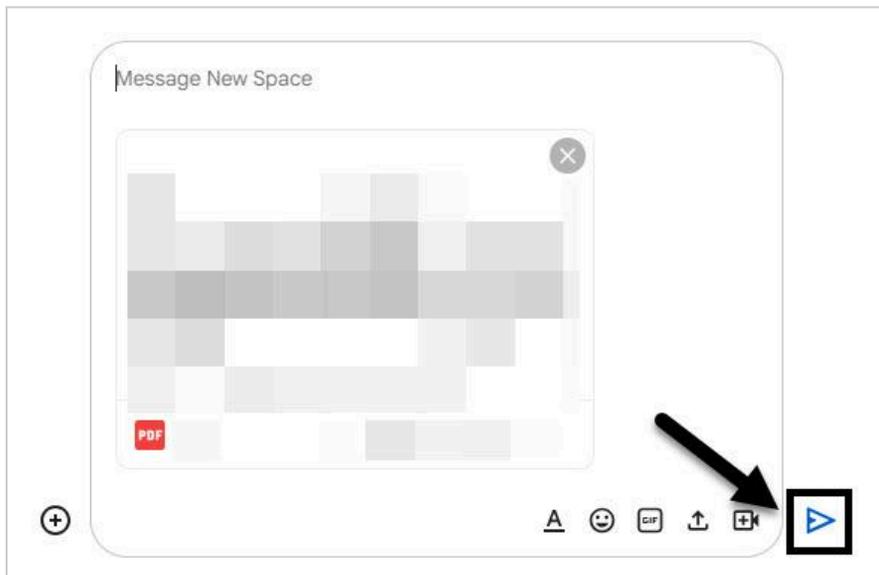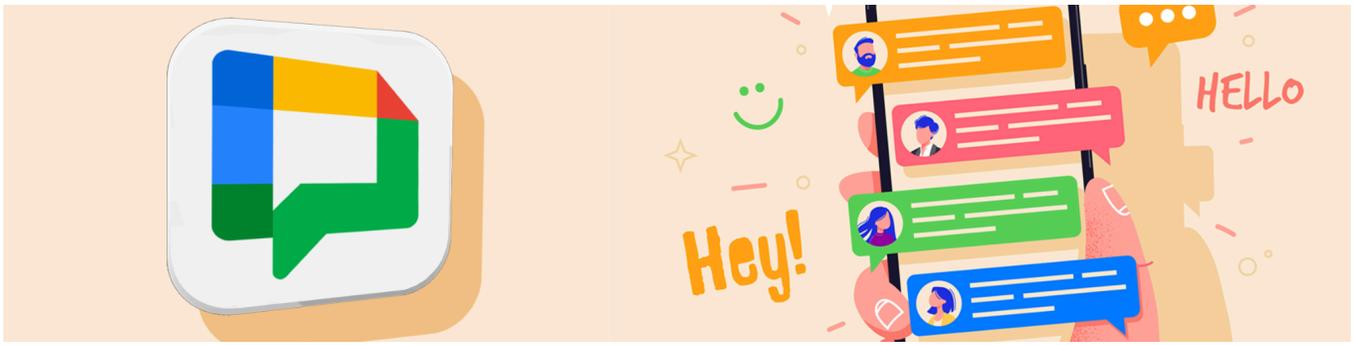
3. It may be helpful to select **Recent (#1).** You can also search by keyword **(#2)**.

4. Click on the file **(#3)** and then click **Insert (#4)**.

5. Click the **Send** icon as shown below.

Note that if the recipients don't have access to the file you shared, they will automatically be given the permissions to **make suggestions**.
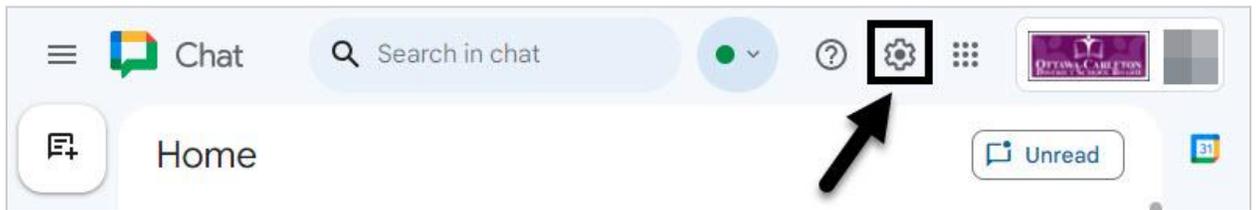
Setting Chat Notifications

You will automatically receive notifications when you create or respond to a message and when you are "@mentioned" in a message or Space. You can customize these notifications.

Customizing Global Chat Notifications

You can specify which notifications you'd like for all chat messages. (These are device specific, so if you use multiple devices, you will need to adjust the notifications on each of your devices.)

1. Open Google Chat and click the gear icon in the top right of the Chat screen.

2. Turn Chat notifications on or off **(#1)**. Chose Notification sound **(#2)**. Choose to receive an email notification for direct messages **(#3).** Email reminders apply to messages you haven't read after 12 hours.
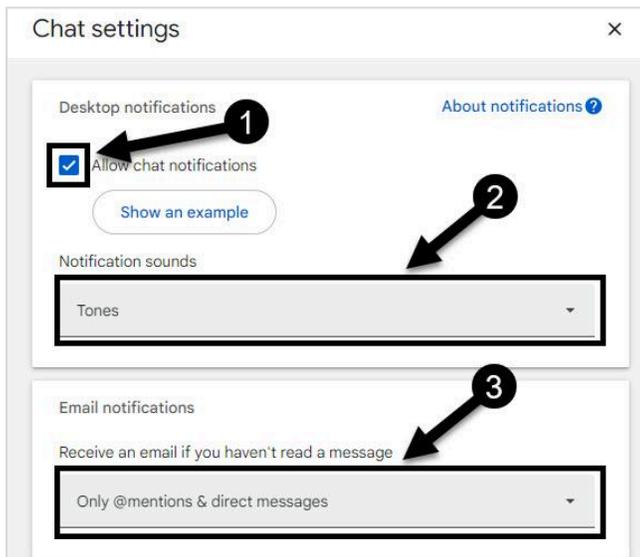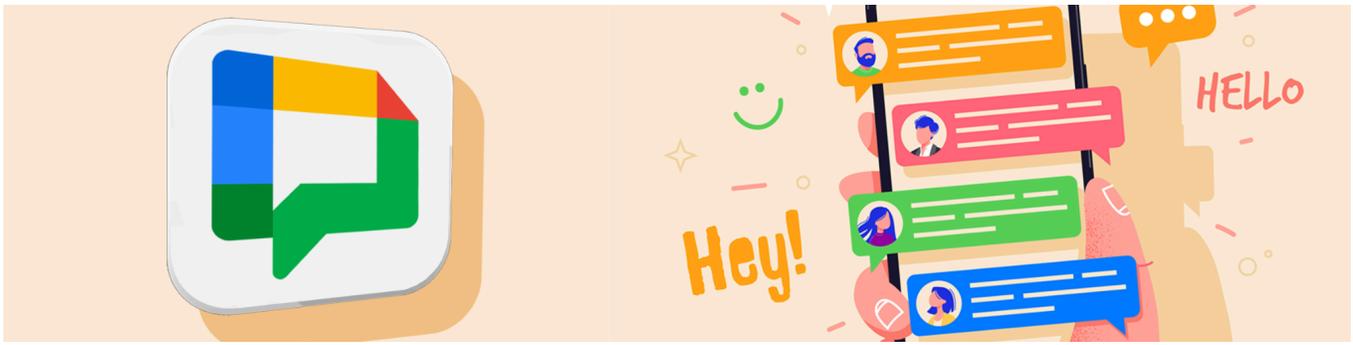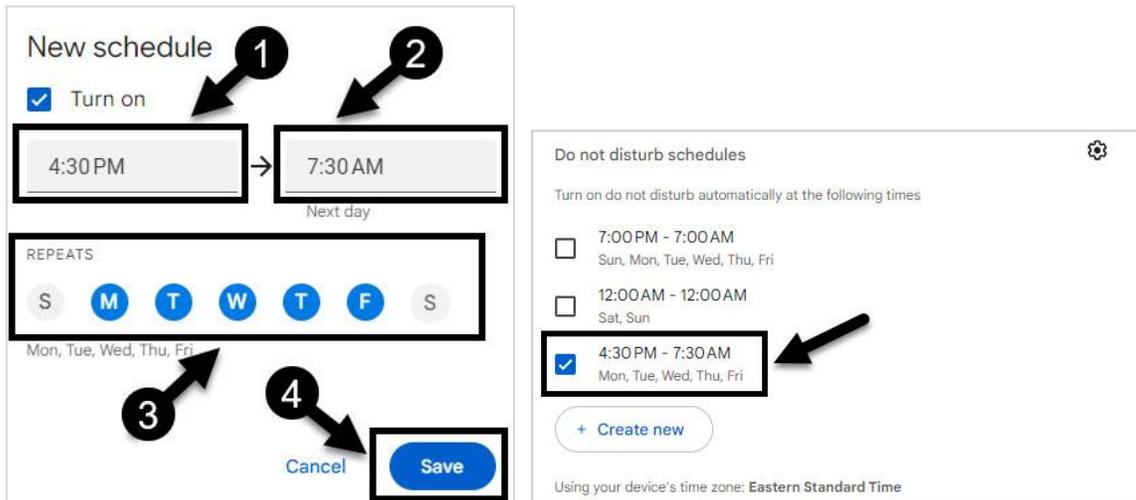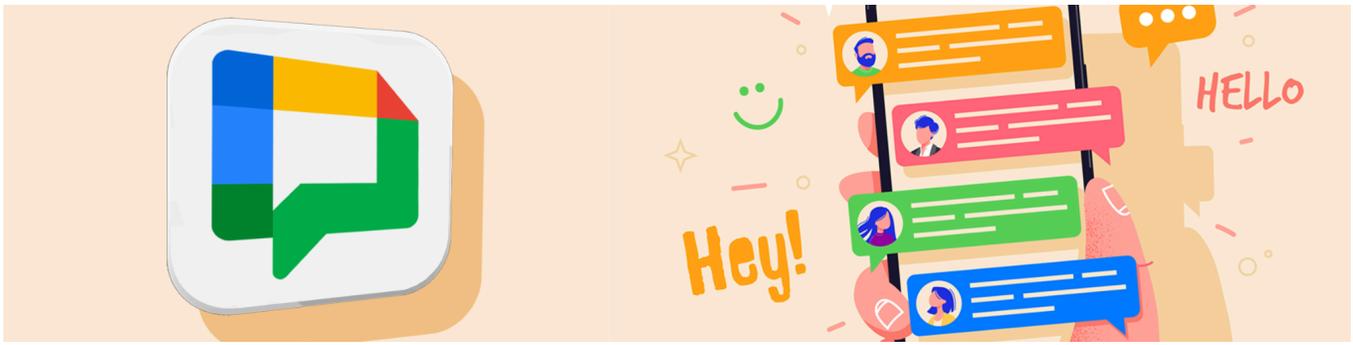
Setting Do Not Disturb Schedules

1. Choose from the preset Do Not Disturb Times **(#1)** or create a custom Do Not Disturb time **(#2)**.
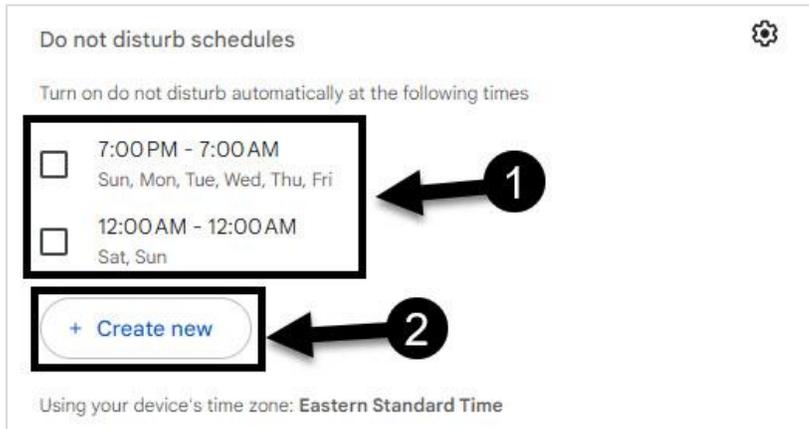
2. Choose a time for the Do Not Disturb to start **(#1)** and end **(#2)**. Choose the days you would like to repeat **(#3)**, and click Save **(#4)**. Your newly created option will appear in the Do Not Disturb Settings.
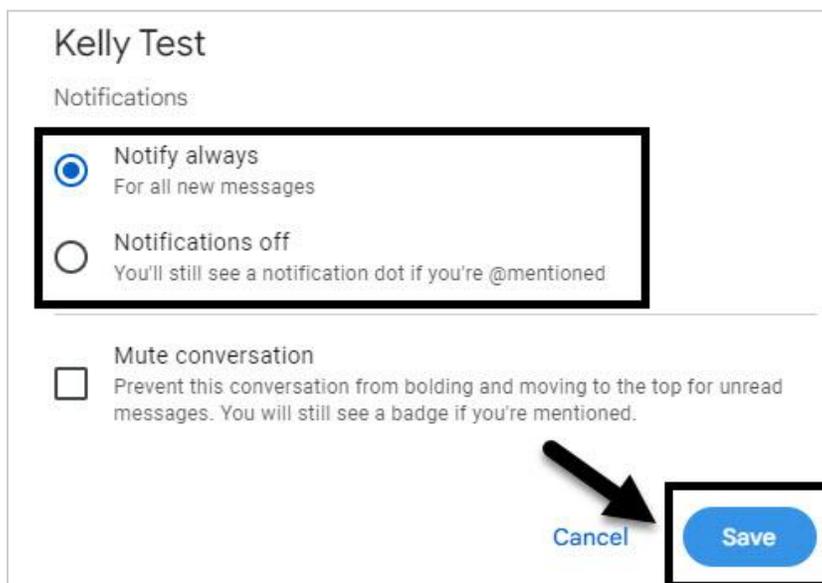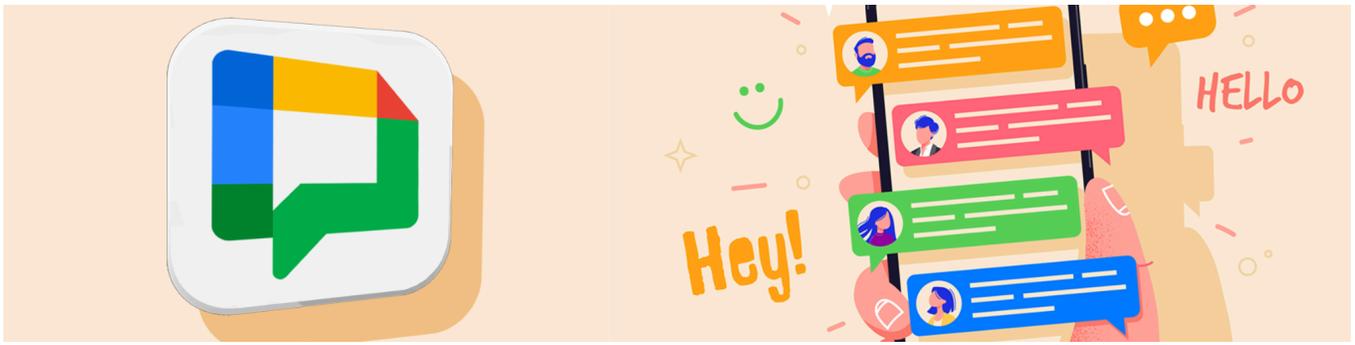
Disabling Notifications from a Specific Person

1. Open Google Chat.
2. Hover over the name you want to disable notifications from.
3. Click the three dots beside the name of the person **(#1)**.
4. Select **Notifications (#2)** to open a new window.
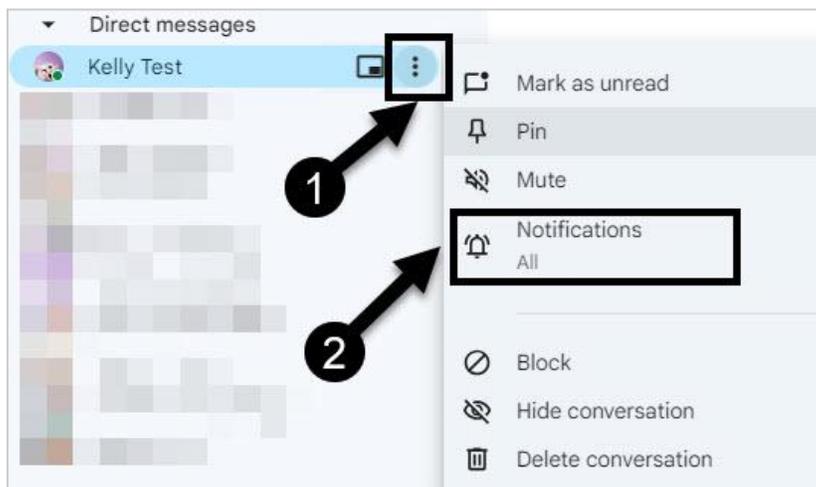
5. In the Notifications Window you can choose to Notify always or turn Notifications Off. If you make changes, click **Save.**
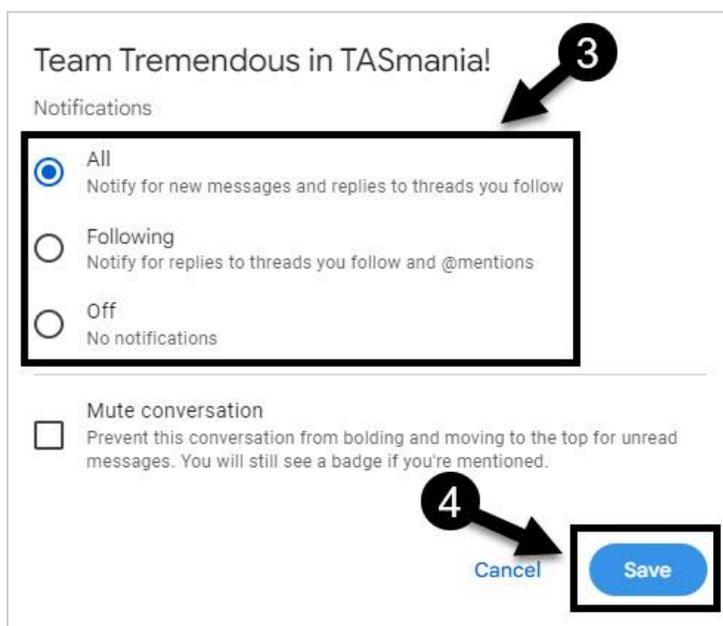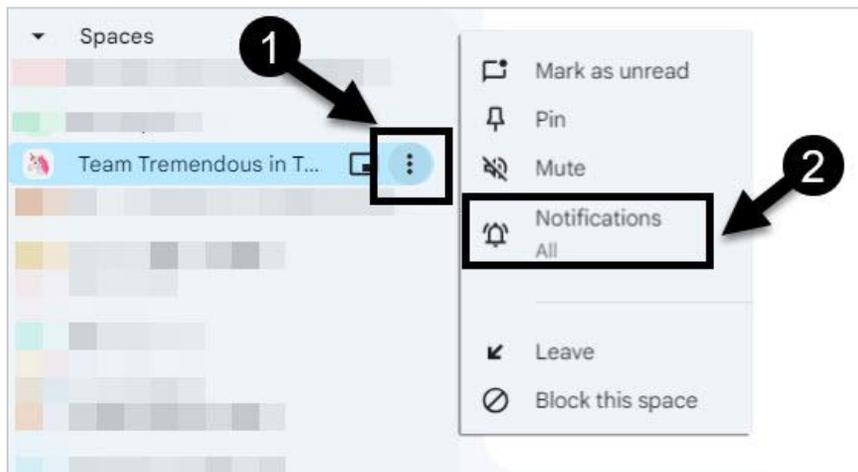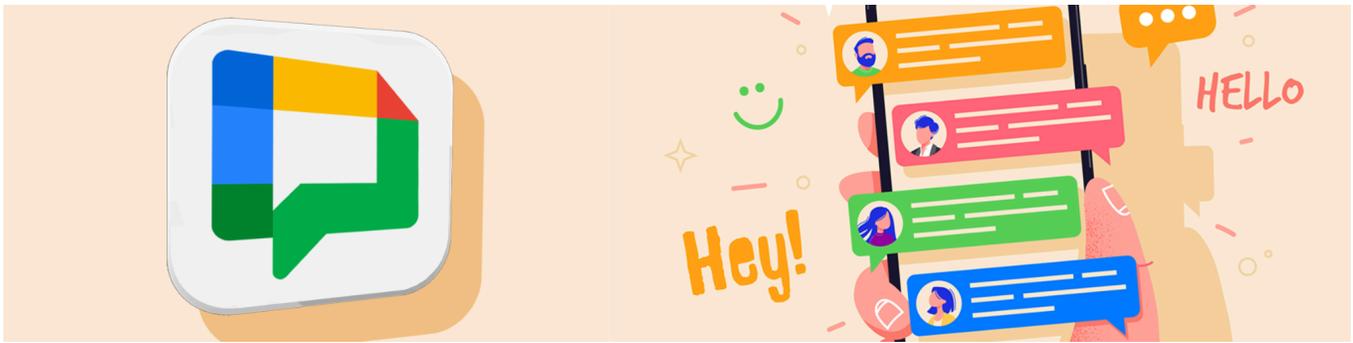
Disabling Notifications from a Space

This is very similar to disabling notification for a specific person, but there are more options:

1. Hover over the **Space** name and click on the three dots **(#1).**
2. Select **Notifications (#2).**
3. Select your preferred frequency of notifications **(#3).**
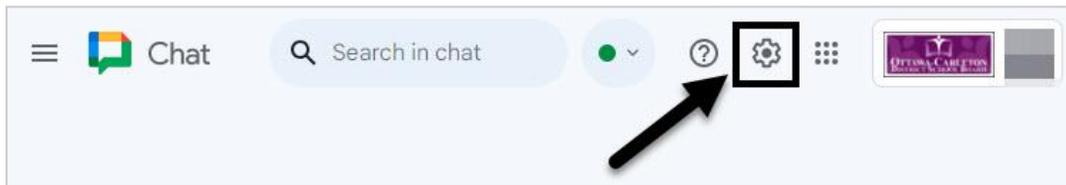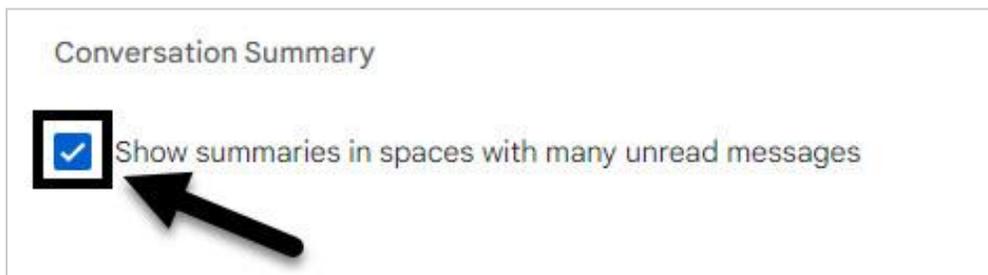4. Don't forget to click **Save (#4).**

Enabling Conversation Summaries

You can enable conversation summaries in Spaces which will summarize a conversation if you have been inactive or have many unread messages.
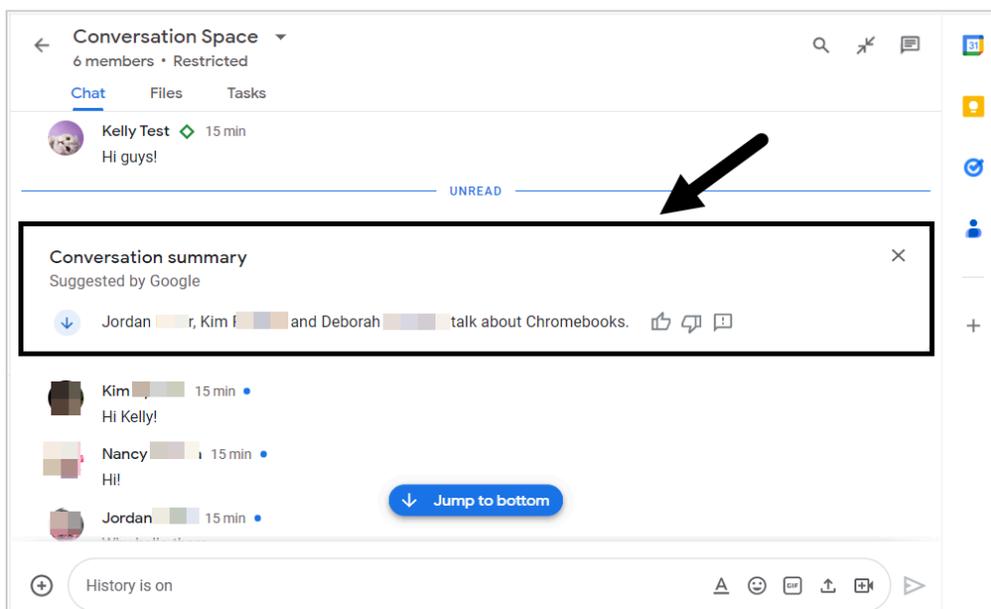
1. Open [Google Chat](#) and click the gear icon in the top right of the Chat screen.
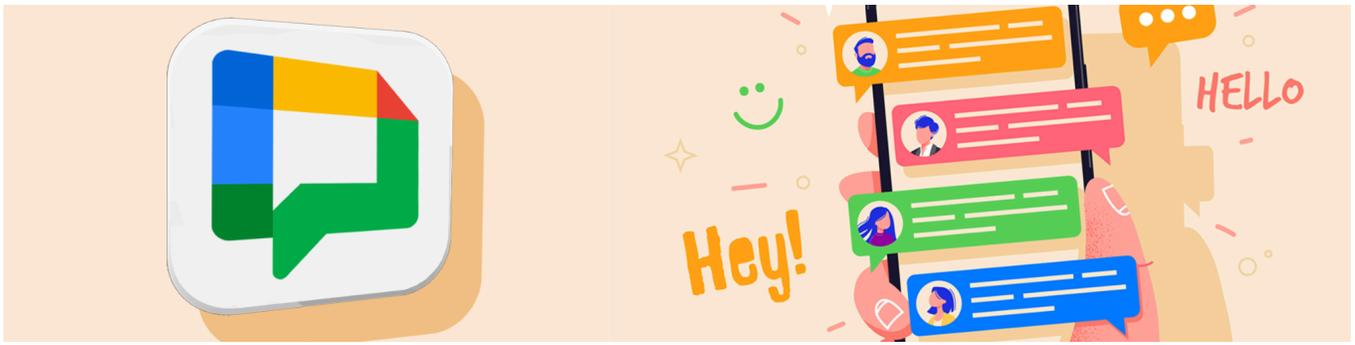

2. Check the box next to **Show summaries in spaces with many unread messages**.

Below is an example of a conversation summary.

Need Help?

[Access the IT Support Portal to Submit a Service Request or Report an Issue](#) or contact csc@ocdsb.ca.

A Cautionary Note:

Bots should be treated as Chrome Extensions and should not be added without considering the security and privacy of students. Currently no Bots are approved by the OCDSB except Google Meet and Google Drive.