

Schedule a Book Chat

Only registered teachers in the Literary Book Club can schedule a chat. When you log into the site, you will see a Schedule a Chat link on the left side of the page. Click this. On the next page you will see a list of chats in which you are allowed to participate. Participation is determined by grade grouping – Elementary, Middle, High, All. The teacher who schedules a chat will become the administrator of that chat. The administrator has the ability to dismiss participants for not following appropriate chat etiquette.

Below the chat list is a form to schedule a chat. You need to fill out all of the blanks. Be sure to include the book title you are planning on discussing. Please enter the date and time in the same format as what appears on the right (MM/DD/YYYY and HH:MM AM or PM) Choose the grade levels you feel are appropriate. If you want to include grades that fall between two groupings, you must choose “All”. Be as descriptive as you need to be. You can certainly use more text than the example shows.

Schedule a New Chat:

Title:

Date:

Time:

Access:

Description:

When you schedule a chat, all users of the appropriate grade level can see when you are going to chat. This list will appear on their Book Chat pages. All teachers can participate in all chats as well.

Participating in a Book Chat

Every time a student or teacher logs into the Literary Book Club, they can see a schedule of the upcoming chats on the Book Chat link. This schedule will show all upcoming chats for their grade level. Teachers see all chat opportunities. On the day a chat is scheduled, its title will become a hyperlink. This link allows you into the chat room. All chats are moderated and all participants are expected to participate appropriately. This includes having a teacher’s permission to participate, using appropriate language, and staying on-task. Students who do not follow the directions will be removed from that chat. They can still watch the chat in progress, but cannot submit. If a student continues to abuse the Book Chat privilege, they will be removed from the Literary Book Club entirely.



Once you are in the chat room, click the link that says “Enter the Chat”. You will see the chat interface. The messages appear in the main body of the page. Participating users appear on the right, and the message submission form and chat exit link are on the bottom. To add a message, type it into the message box and click the Submit button. It will appear above. All messages are added to the top of the list, so that you don’t have to scroll to see new ones. New messages will appear every 5 seconds.

...where great minds share great words!

Literary Book Club

an FCPS.net Website

When the chat is over, all students must click the “Leave Chat” link under the message box. They should then click the “logout” link when they are ready to leave the LBC.

Moderating a Chat

The teacher who schedules a chat becomes the Chat Moderator. The process for participating in the chat is identical to the steps above. You have one additional responsibility, however to monitor what the students type. If a student types text that is inappropriate, you can dismiss them. When you log in, you are automatically assigned administration privileges to remove a person from the chat. You will see a “Dismiss” link next to each participant’s name. If that person needs to be removed, click that link. The next time they try to submit a message, they will get a message telling them they have been removed.

People in this chat:

Adam A. (adam)
[Dismiss](#)
Elementary S. (kid)
[Dismiss](#)
School Teacher
(teacher) [Dismiss](#)

Message:

[Leave Chat](#)

When the chat is about to end, we ask that you remind students to click the “Leave Chat” link and then logout of the LBC.

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