 **Canvas Chat Best Practices**

To optimize your experience using **Chat** in Canvas, consider the following:

**General**

* Close all other applications running on your computer.
* Position yourself so you are facing your camera/microphone.
* Reduce any background noise – turn off televisions and radios.
* Use headphones, even when you are using the webcam. The sounds quality is much better.
* If more than two people are participating in a chat, consider using **Push to Talk** to block out background noise.
* If you switch between webcam and microphone at any point, your volume defaults to the lowest settings. Check you volume by clicking the speaker icon at the lower right corner of the chat window.
* There seems to be a slight delay in audio starting when someone joins a chat using a webcam or mic.
* If you encounter a technical difficulty, try leaving the chat and then returning to it. Keep in mind, if you do this, you will lose access to all activity on the chat log prior to rejoining.
* If you would like to use the *Push To Talk* feature with students, access the chat before students enter and choose this option when you **Start** **Broadcasting**.