The Chat tool in D2L will allow you to hold public and private chat sessions with your students and colleagues in a course. There are numerous uses for this tool, such as: holding virtual office hours, a course meeting space, and a spot for synchronous conversations to happen outside the classroom.

Creating a Chat Room/Space

1. Access the Chat tool by clicking on “Communication” in the navigation bar, and click on “Chat”.
2. Start a new chat session by clicking on the button.
3. Title your chat session under the Title textbox.
4. Select the type of chat you wish to host. Note: this cannot be changed once you click Create.
   - **General chat** will allow all enrolled students and colleagues in your classlist to access the chatroom.
   - **Personal chat** will allow you to manually enroll members into for a chat session. You can enroll students into chat rooms for their private groups or make individualized rooms for a student and yourself to hold a meeting or virtual office hours.
5. Enter a description under the Description area (optional). You can insert course prompts, materials, or items you would like the chats to focus on under this area.
6. Click on to finish the chat session setup.

Adding Members to a Private Chat

If you created a personal chat, you will need to add members to it manually in order for them to see the chat session. You will see your list of chat rooms under their “Personal” or “General” chat category.

1. Navigate to the personal chat that you want to host and click on the drop-down menu and click on View Members.
2. Click on to bring up your classlist. Select the checkbox(es) next the student(s) you would like to have access to the personal chat space. Click on when you are finished.
3. You will now see the members you have added listed. If you want to remove someone, place a check next to their name and click on Delete.
4. Click on Done to return to the “Chat List” page.

Accessing the Chat Room

From the “Chat List” page, click on the title for your chat room. It will then launch the chat room. It will showcase the current participants in the room on the left side of the space, the chat area/transcript in the upper right, and your box to type messages/responses in at the lower right corner. Please note that you will have to click on Send to send a message. You cannot press enter on your keyboard.

You can print the transcript of the chatroom as well as change chatroom colors and additional settings by clicking on the print and settings area in the upper right hand corner of the page.

Click on Exit Chat when you are finished with your session. You can view past chat session transcripts by clicking the drop-down next to the title of your chat room and click on View Sessions.