Creating Chat Sessions – D2L Tutorial

This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved in creating **Chat** sessions for your course. Chat sessions can be created to allow for text-based office hours, or to give students a space to meet online.
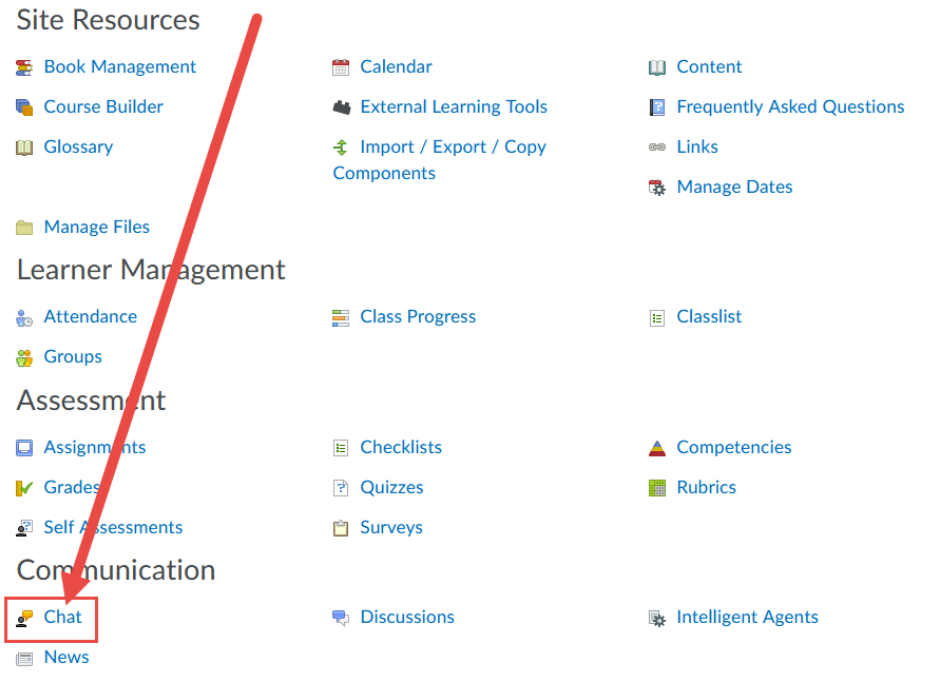
Steps

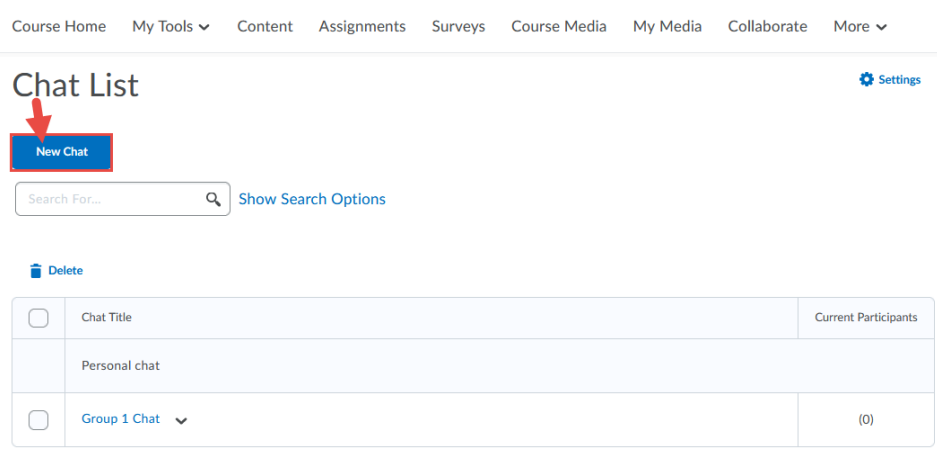1. Go to your course homepage and click **Edit Course**.

2. Click **Chat** (under **Communication**).

3. Click **New Chat.**

4. Give your Chat a **Title**. You can either create a **General chat** area, which is open to all people in the D2L course site, or create a **Personal chat** area, which you can restrict to specific students. You cannot change the chat type once you have created it. Here, we are creating a General Chat area. Click **Create**.

5. If you have created a **Personal** chat, click the down arrow next to the title and select **Edit**.
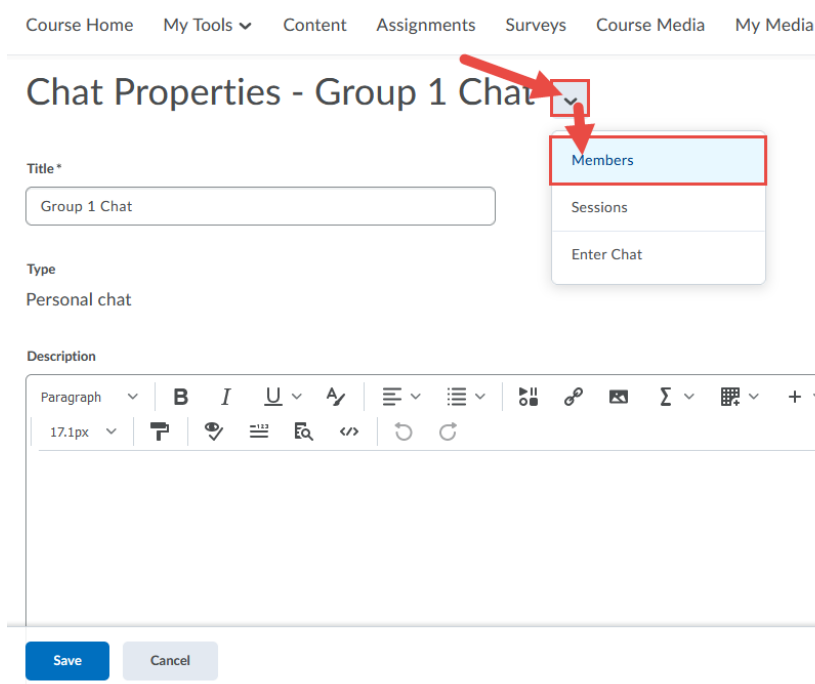
6. Click the down arrow next to the title at the top and select **Members**.
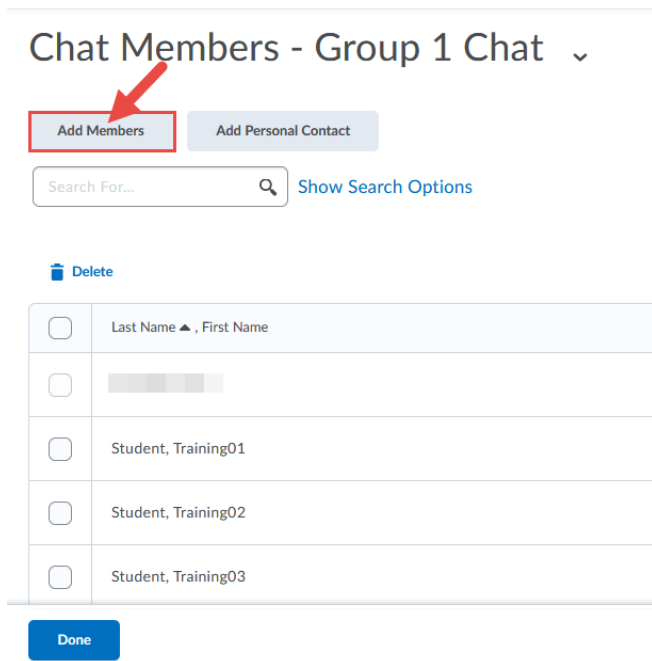
7. Click **Add Members**.

8. Select the people you wish to have access to this **Personal** chat and click **Add**.
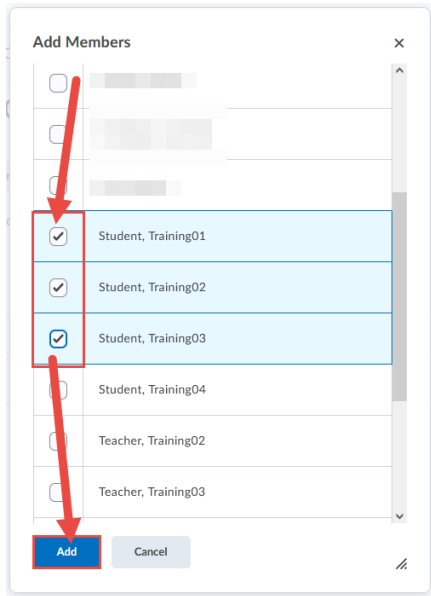
9. Click **Done.**
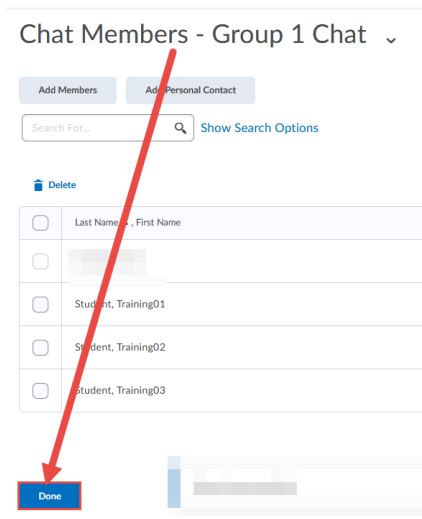

Things to Remember

As the instructor, you will have access to all the Chat areas and the records of the chats *that you create*. Students can also create **Private chat** areas which are *not* accessible to you unless the students has added you as a **Member**.

Note that the **Current Participants** column in the main Chat area table indicates how many people are in the chat at that time, NOT how many members there are in a **Personal** chat.