Editing Chat Settings – 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 editing **Settings** for **Chatrooms** in your course. Settings control things like the Alias (name) that appears in chatrooms, and whether or not you hear sounds when people enter and exit a chatroom.

Steps

1. In your D2L course, click the **Chat** link (in the Nav Bar or under the **MyTools** menu.)
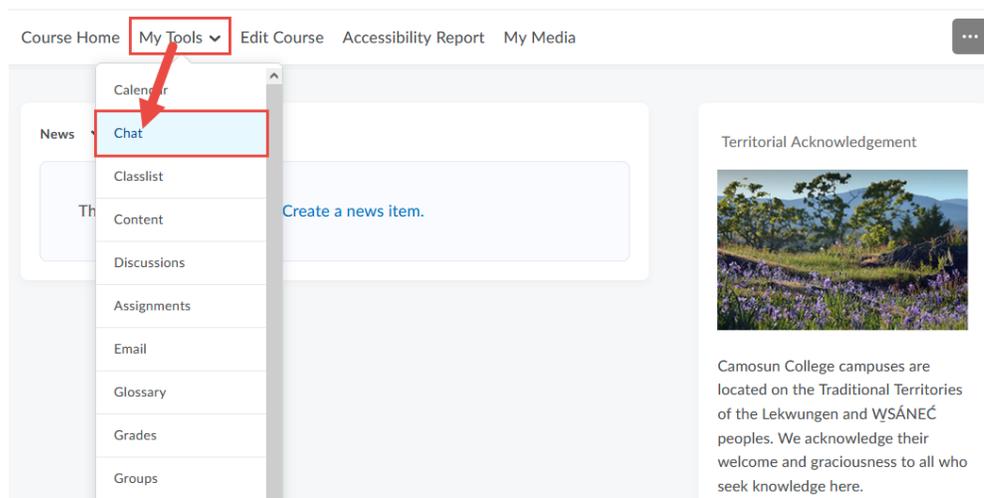
2. Click **Settings** (at the top right.)
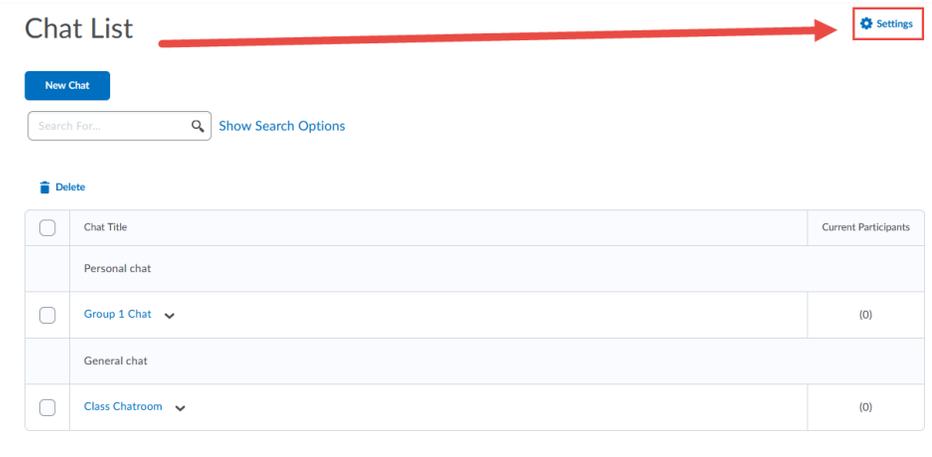
3. Under **Chat Alias** change your **Alias** if you like (the Alias is your name that appears in Chat areas) – *we recommend not changing your Alias to people in the chat know who you are.* You can also change the formatting of the font your Alias will appear as.
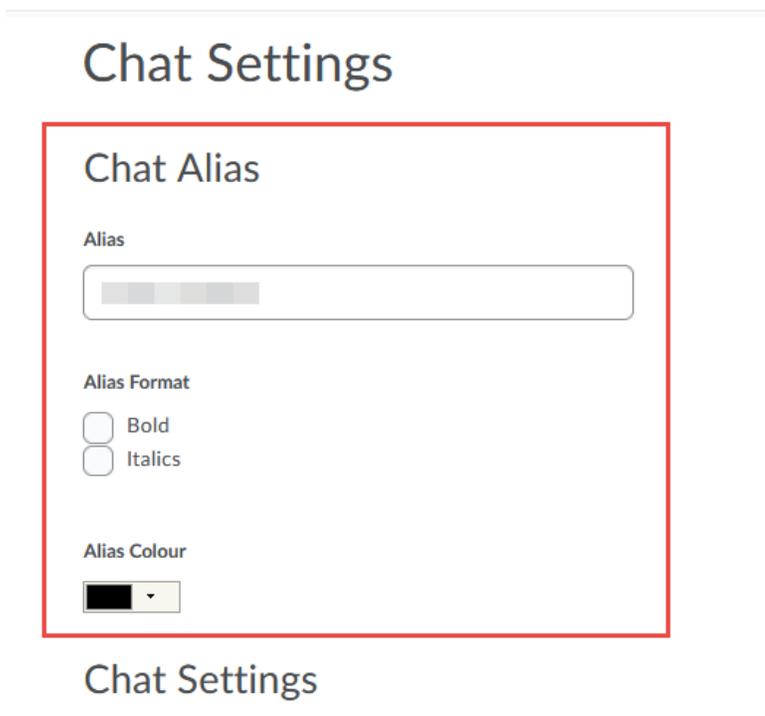
4. Under **Chat Settings**, you can change the order messages will appear in, and choose to only see **New messages** in the chatrooms. Finally, you can also control weather you hear a sound when there is an **Incoming Message**, when a **Person Enters Chat**, or when a **Person Leaves Chat**. The sound settings are especially useful if you are using a Chatroom for office hours and want to have it on in the background while you do other things, but don't want to miss if a student enters. When you have completed making your **Settings** choices, click **Save**.

Things to Remember

You can experiment with these **Settings** and make changes as much as you like. **Settings** will affect ALL Chatrooms.