Participating in 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 participating in your course's **Chat** sessions. Chat sessions can used for text-based office hours or to give students a space to meet online in groups, for study purposes, etc. Note that in order for students to access **Chat**, you will need to put it on the Nav Bar or in the **MyTools** menu.

Steps

1. In your D2L course, click the **Chat** link (in the Nav Bar or under the **MyTools** menu.)
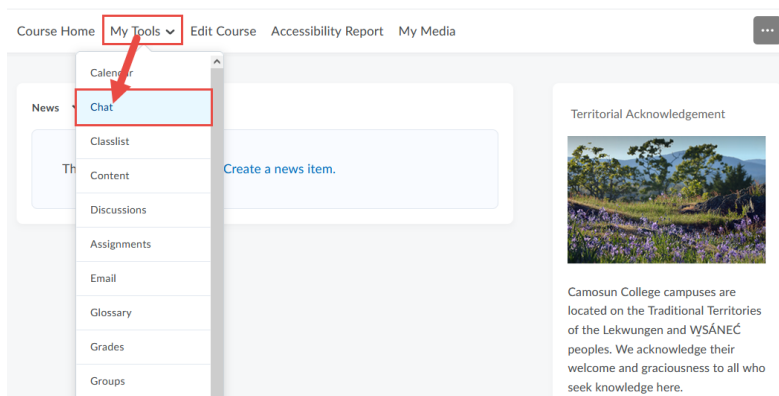
2. Click the title of the **Chat** you want to enter.
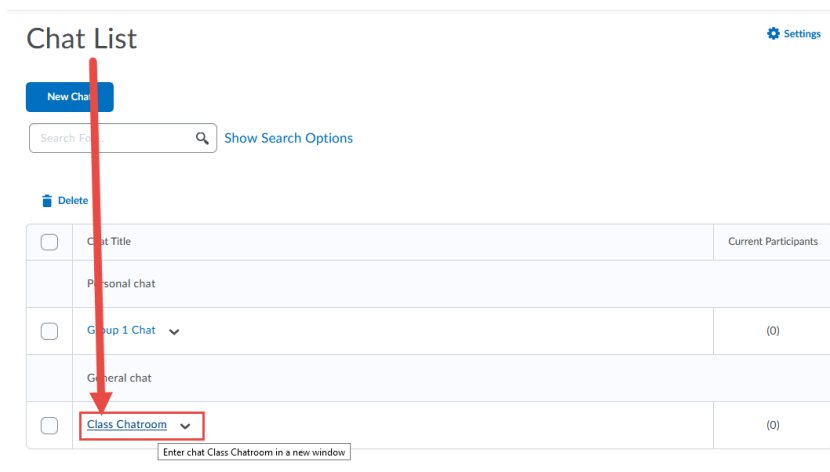
3. In the Participants panel, you can see who is in the Chatroom, in the main area you will see the Chat as it appears, as well as the activity of participants joining and exiting. Type your message in the bottom box and click **Send**. Note that the Enter key on your device will NOT send your message. Click **Exit Chat** to leave the Chatroom.
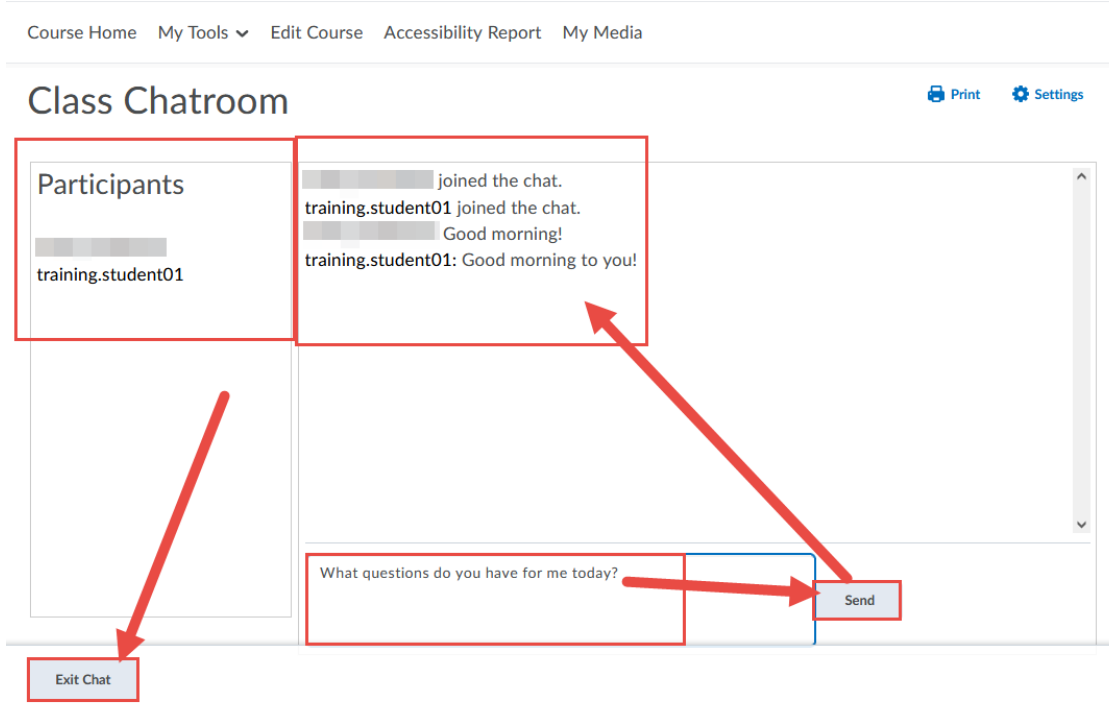
Things to Remember

If you re-enter the Chatroom after exiting, you will no longer see a record of the chat, you will only see chat messages going forward from when you re-entered. You will need to view the session recordings to review past chat (see the tutorial Viewing Chat Recordings for more information)

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**.