



Viewing Chat Recordings – D2L Tutorial

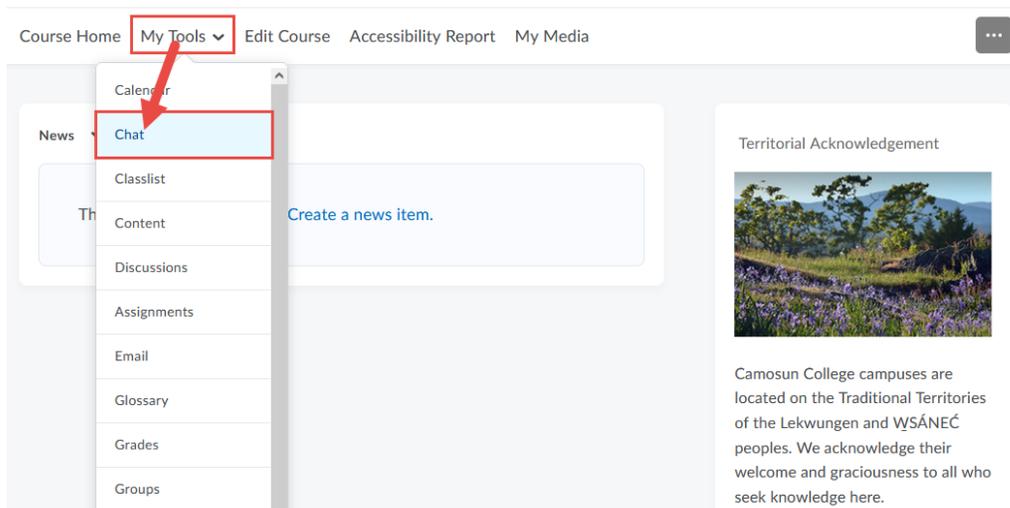
This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

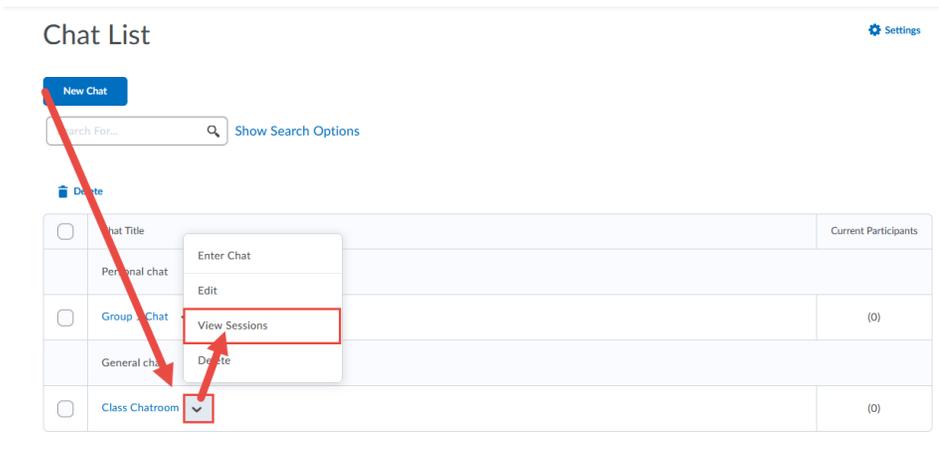
This tutorial will cover the steps involved in viewing the text recordings of **Chat** sessions in your course. You will be able to view chat session recordings for any Chatroom you have created or have been given access to by students. Students will be able to view the chat session recordings for any Chatroom they have access to.

Steps

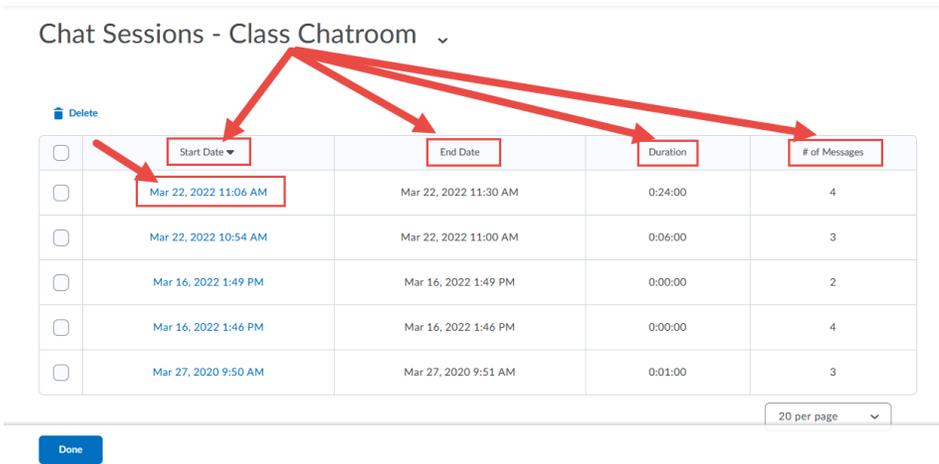
1. In your D2L course, click the **Chat** link (in the Nav Bar or under the **MyTools** menu.)



2. Click the down arrow next to the title of the **Chat** for which you wish to view the session recordings and select **View Sessions**.



3. You will see a list of the individual session recordings, with the **Start Dates** (linked to the session recording for that session), the **End Dates**, the **Duration** of the session, and the **# of Messages** in the recording. Click the link for the specific session you wish to view the recording.



- You can view the text recording in the **Chat Text** section. Click **Print** at the top right to download or print the Chat Session recording. Click **Done** to return to the Chat Session table.

Chat Session

Chat Information

Chat Title
Class Chatroom

Session Information

Start Date
Mar 22, 2022 11:06 AM

End Date
Mar 22, 2022 11:30 AM

Chat Text

The text is shown in the order that it was entered; the oldest text is at the top and the newest text is at the bottom.

Session Started
emily.schudel31 joined the chat.
training.student01 joined the chat.
emily.schudel31: Good morning!

training.student01: Good morning to you!

Session Ended

Print

Done

- Click **Done** to return to the main **Chat** area.

Chat Sessions - Class Chatroom

Delete

	Start Date	End Date	Duration	# of Messages
<input type="checkbox"/>	Mar 22, 2022 11:06 AM	Mar 22, 2022 11:30 AM	0:24:00	4
<input type="checkbox"/>	Mar 22, 2022 10:54 AM	Mar 22, 2022 11:00 AM	0:06:00	3
<input type="checkbox"/>	Mar 16, 2022 1:49 PM	Mar 16, 2022 1:49 PM	0:00:00	2
<input type="checkbox"/>	Mar 16, 2022 1:46 PM	Mar 16, 2022 1:46 PM	0:00:00	4
<input type="checkbox"/>	Mar 27, 2020 9:50 AM	Mar 27, 2020 9:51 AM	0:01:00	3

20 per page

Done

Things to Remember

You will have access to the session recordings for the Chats that you create, as well as to any student-created Chat areas where you have been added as a **Member**.



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