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.)
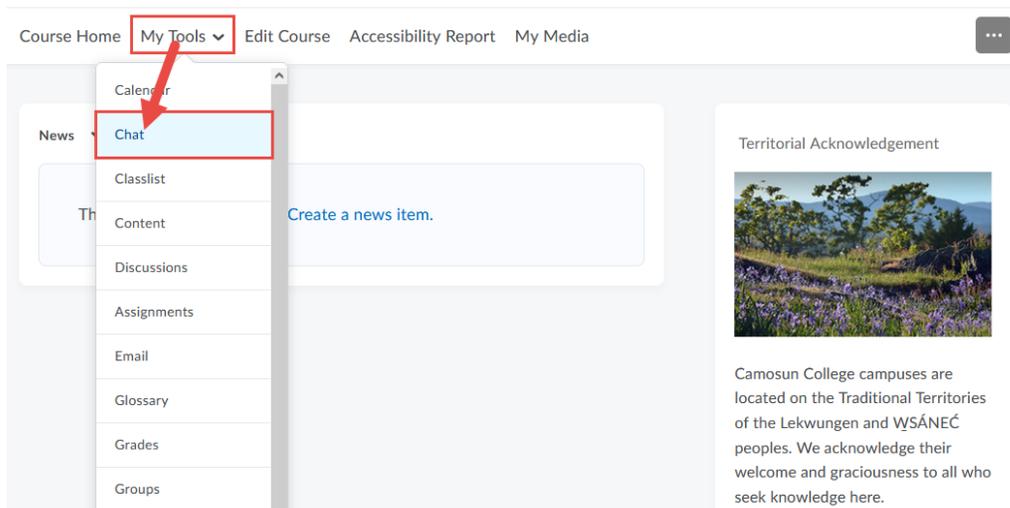
2. Click the down arrow next to the title of the **Chat** for which you wish to view the session recordings and select **View Sessions**.
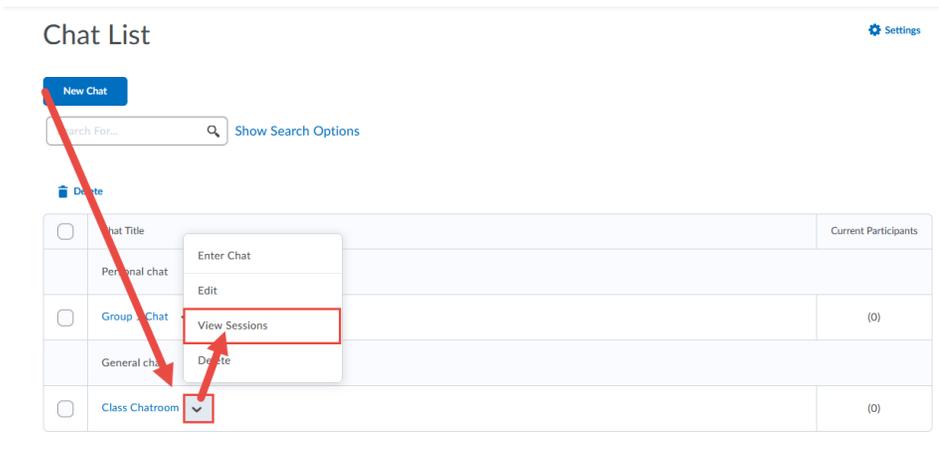
3. You will see a list of the individual session recordings, with the **Start Dates** (linked to the session recording for that session), the **End Dates**, the **Duration** of the session, and the **# of Messages** in the recording. Click the link for the specific session you wish to view the recording**.**
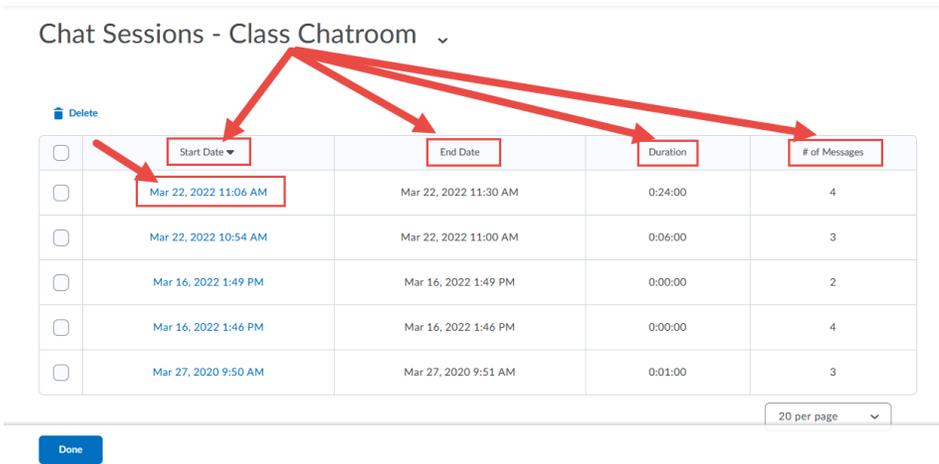
4. You can view the text recording in the **Chat Text** section. Click **Print** at the top right to download or print the Chat Session recording. Click **Done** to return to the Chat Session table.

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

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**.