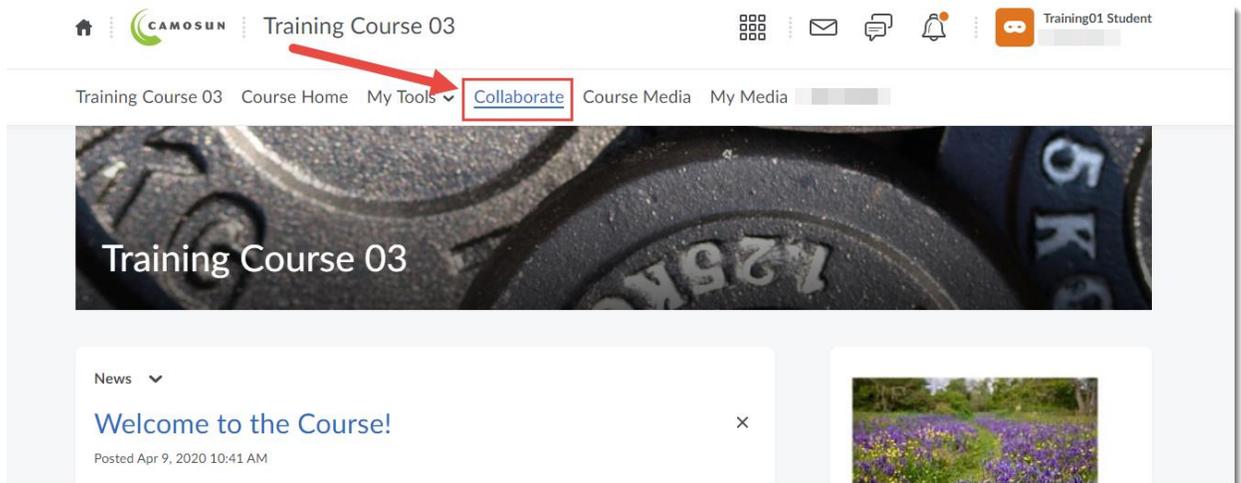


## Using the Chat in Collaborate in D2L – A Student Tutorial

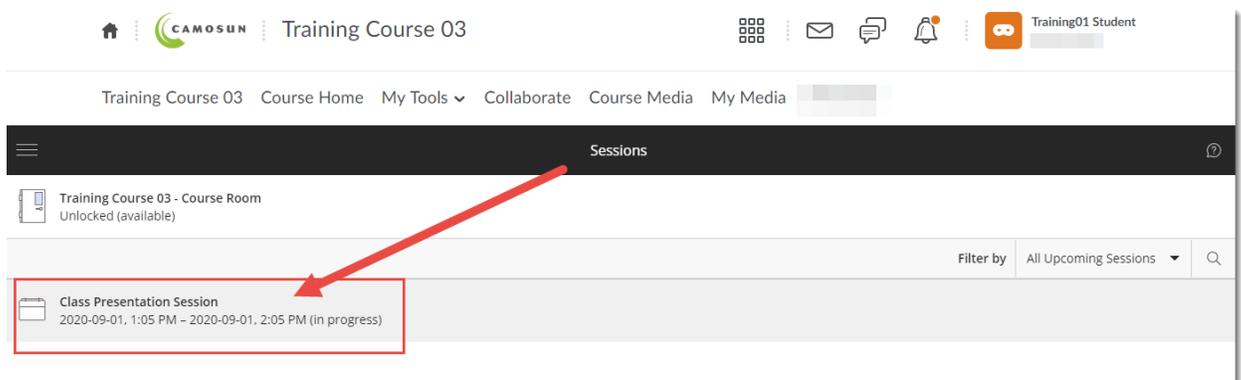
This tutorial will cover how to join a Collaborate session in your D2L course. For further information, please contact [elearning@camosun.ca](mailto:elearning@camosun.ca) for assistance.

### Steps

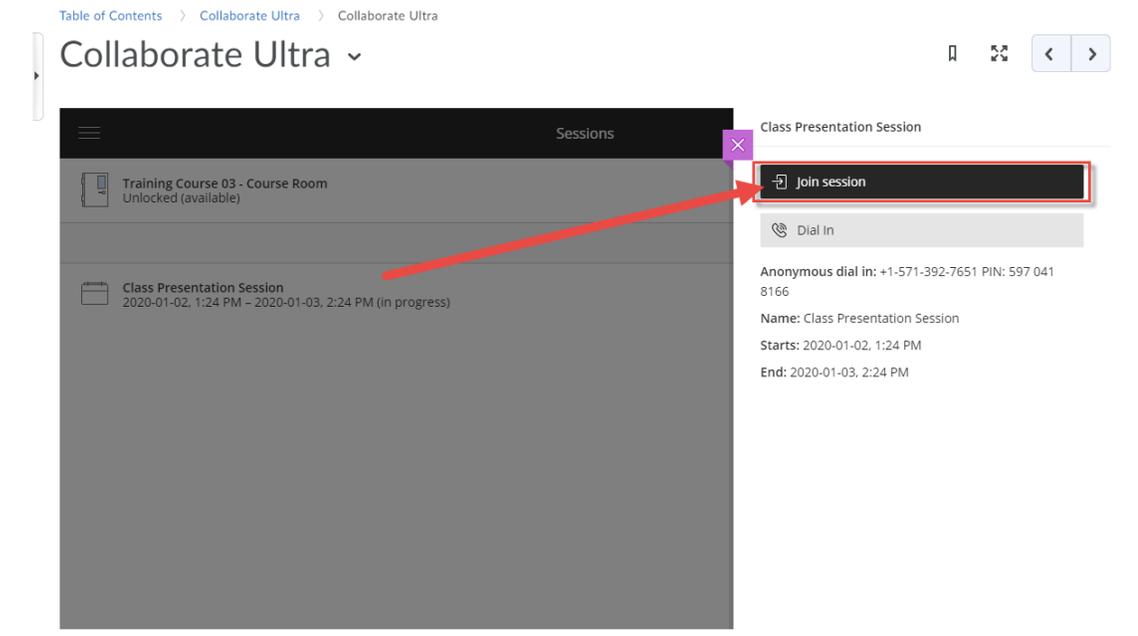
1. Click on the **Collaborate** link on your course Navbar. If you do not see a Collaborate session link, talk to your instructor.



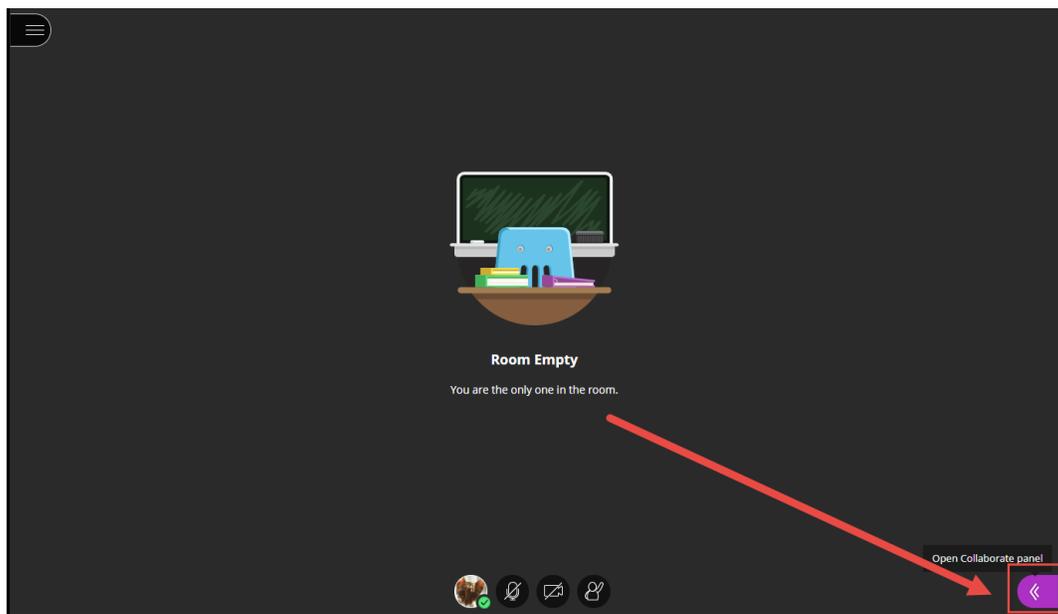
2. Click on the **Course Room** OR the appropriate **Session** you need to access.



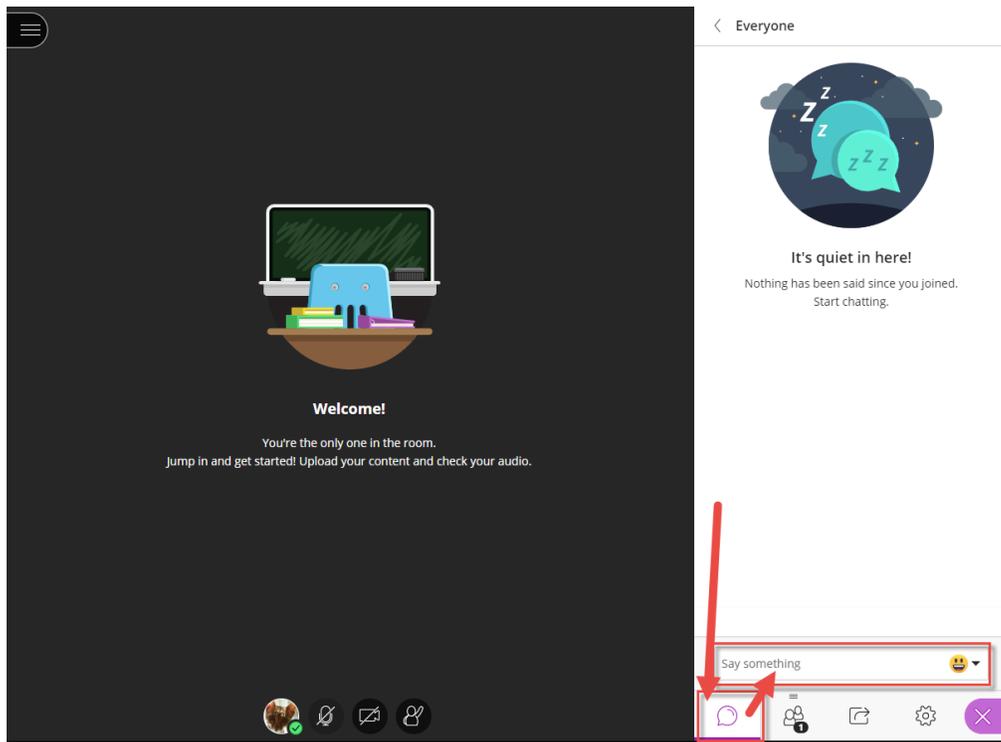
3. Click **Join Session**. The Collaborate room or session will open in a new tab in your browser.



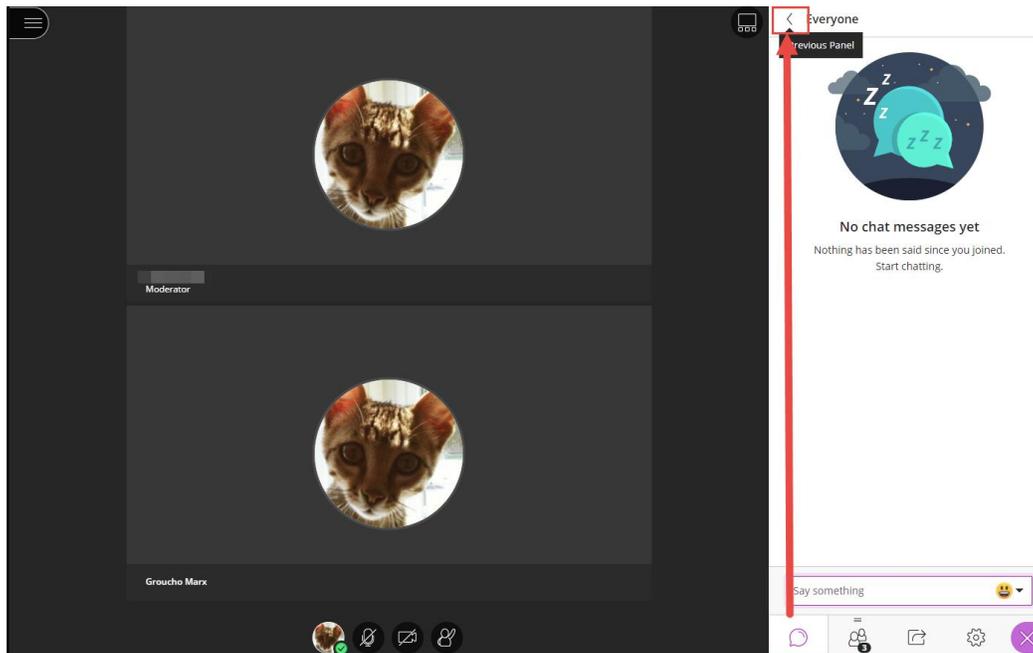
4. Click on the purple arrow at the bottom right to open the **Collaborate panel**.



5. Click the **Chat** icon. To add something to the Chat, type in the **Say something** box and hit Enter.

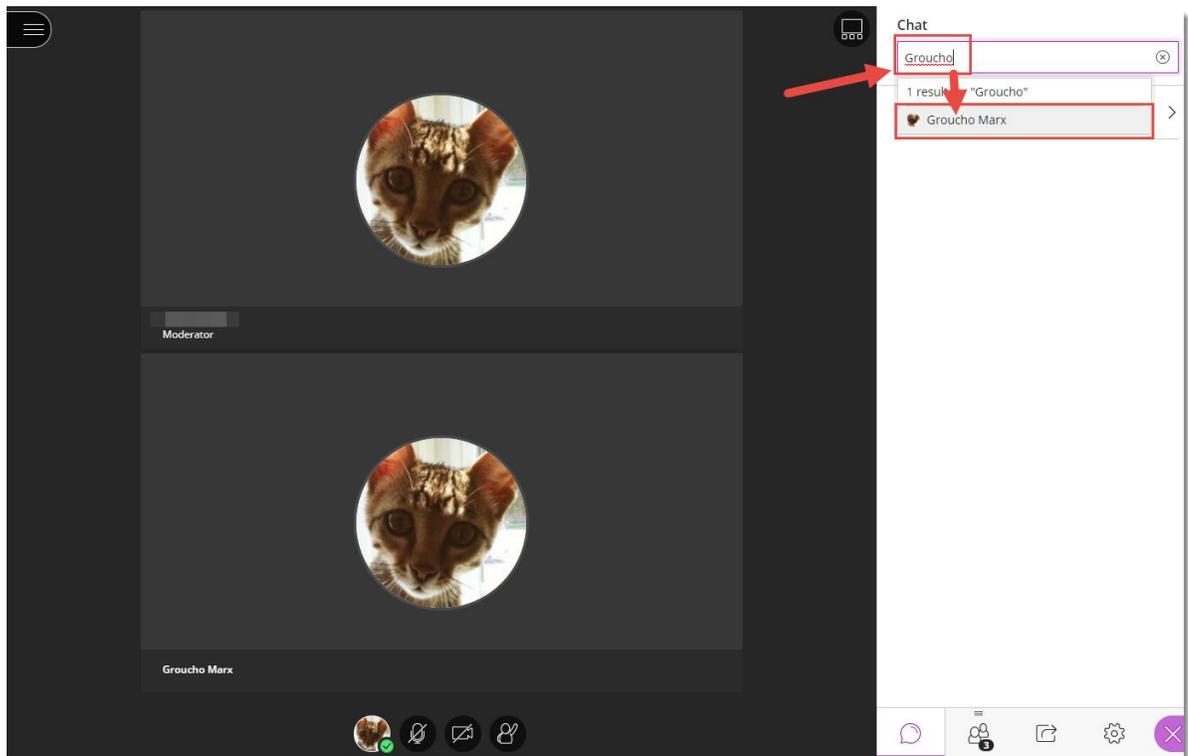


6. To chat with someone individually (for example your instructor) using Private Chat, click the back arrow next to **Everyone** at the top of the Chat panel.



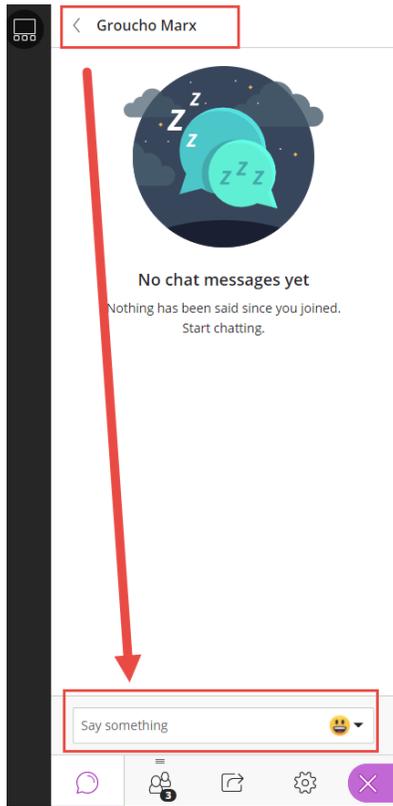
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7. Search for whom you want to chat with by typing their name in the Search box. Then select their name from the list that appears. If you do not see this option, Private Chat has been disabled by your instructor.



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8. You will now see that person's name at the top of the Chat window and can chat with them. Note that your instructor may be moderating Private Chat.



9. When you want to go back to the main chat area, click the back arrow at the top, and select **Everyone**.

