

## Managing the Chatroom in Collaborate (D2L) – Blackboard Collaborate Ultra Tutorial

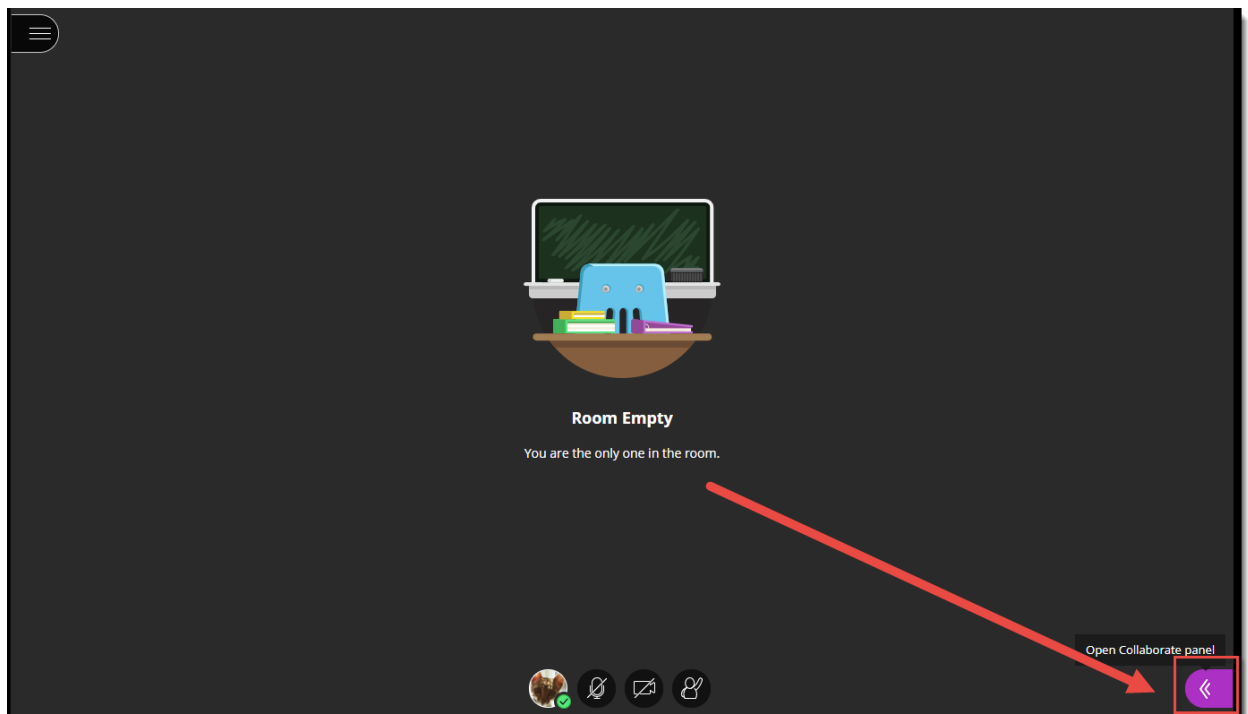
This tutorial is designed for faculty who have previous experience using D2L, and who have had some experience with Blackboard Collaborate Ultra. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

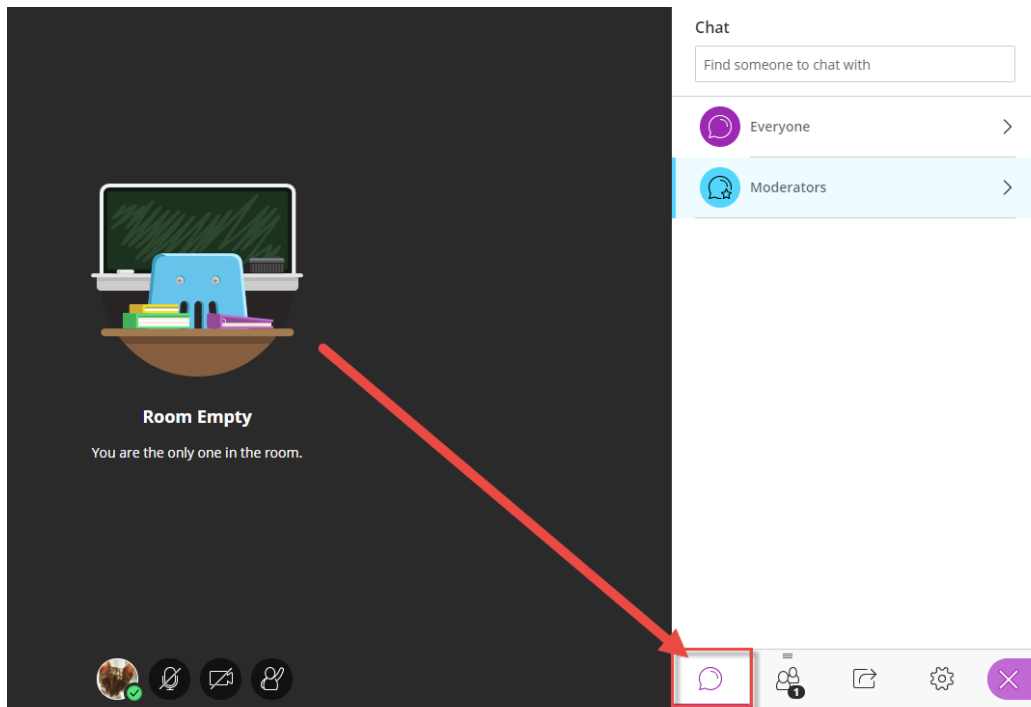
This tutorial will cover how you can manage your Collaborate session Chatroom.

### Steps

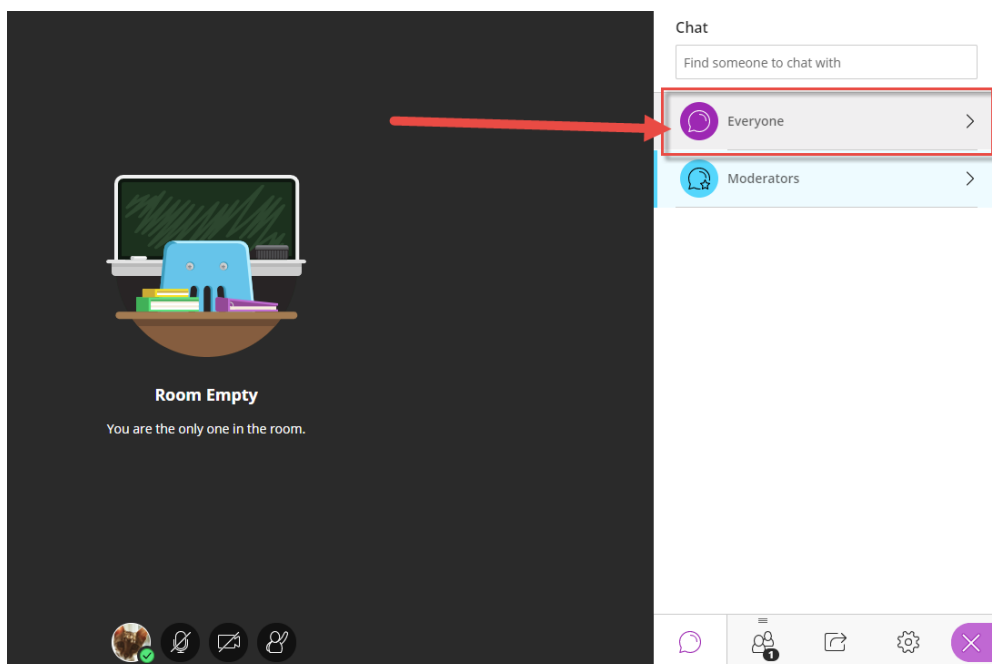
1. Go to Collaborate, click on your Collaborate session, and enter your session.
2. Open the **Collaborate panel** (the bottom right icon).



3. Click the **Chat** icon.

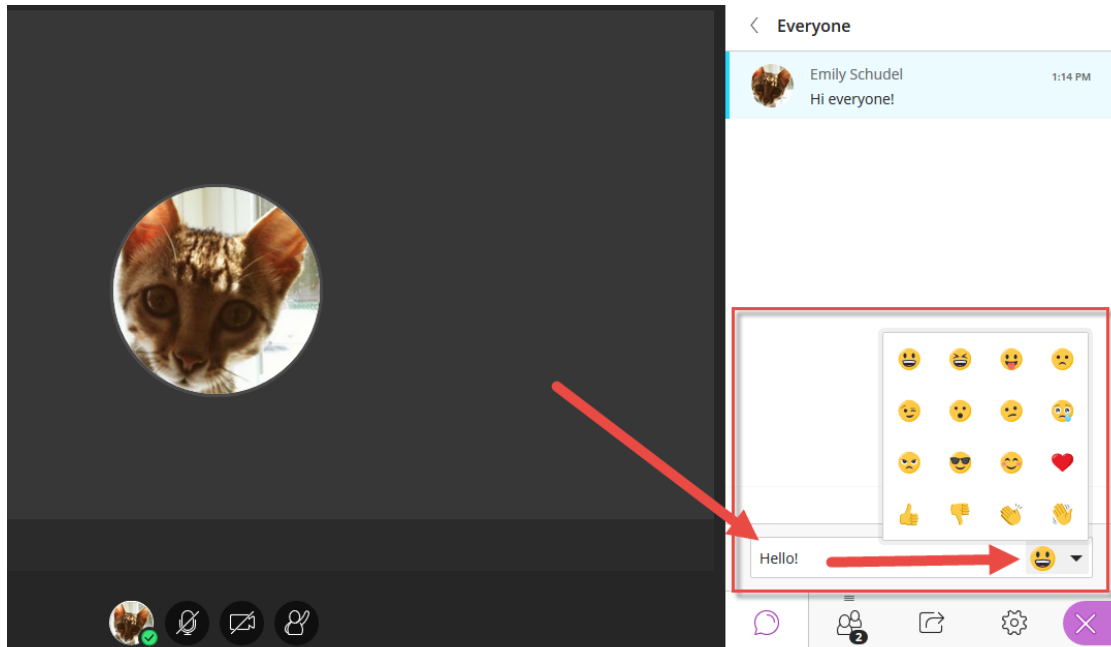


4. Moderators will be able to chat to **Everyone** or to **Moderators** only. Participants will be able to chat to **Everyone**, and may also be able to Private Chat another participant if the **Moderator** has not disallowed that function. Click **Everyone** to chat to the whole group.

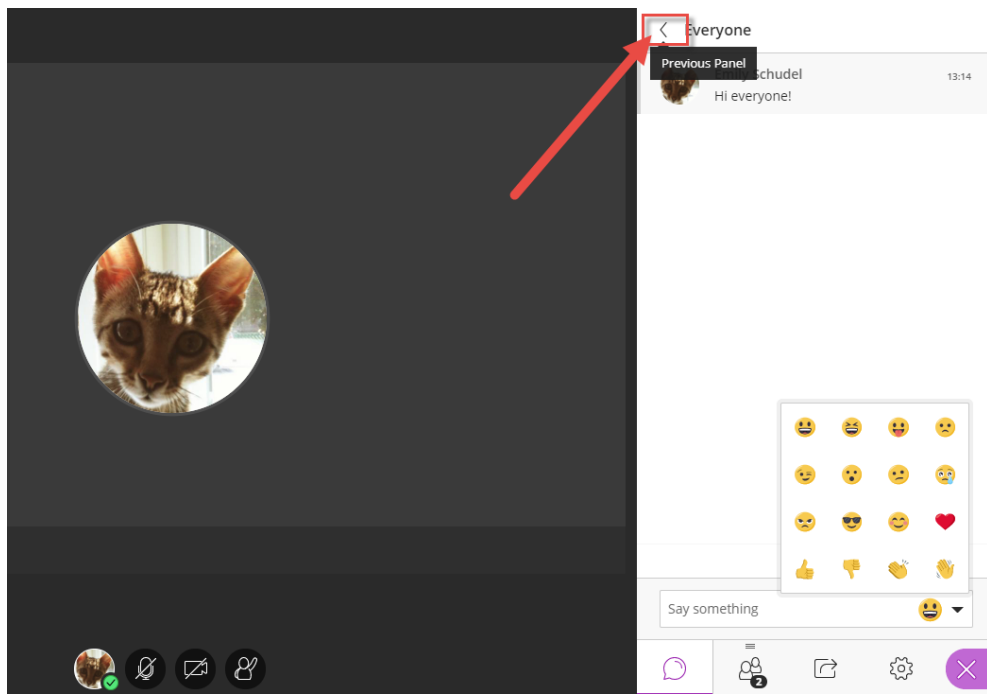


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5. Type your message in the **Say something** box and hit Enter. Click the down arrow to select an emoji to add to your message.

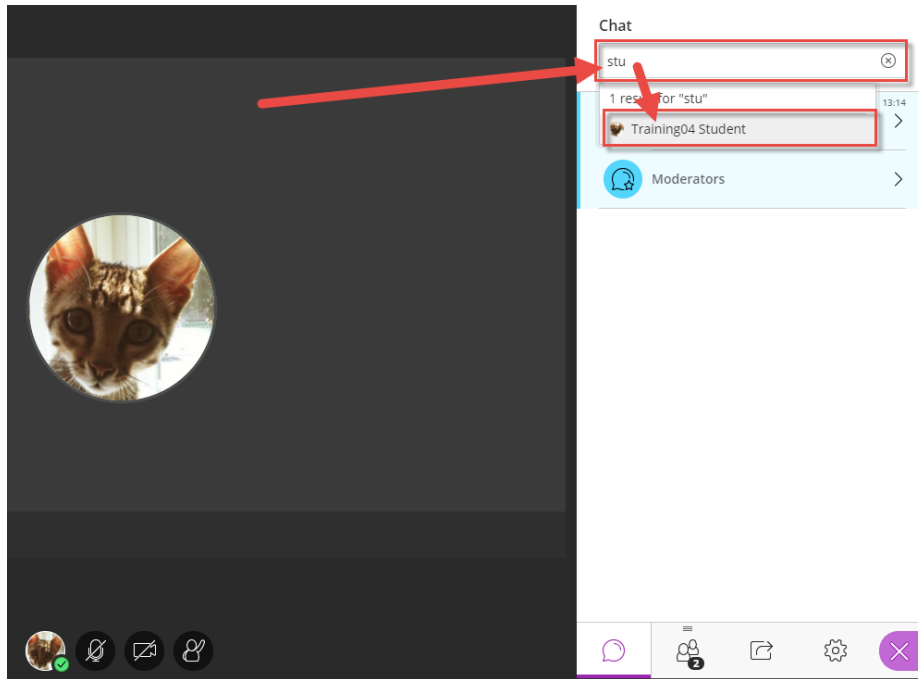


6. To toggle from **Everyone** to **Moderators** (or to chat with an individual) click the back arrow next to **Everyone**.



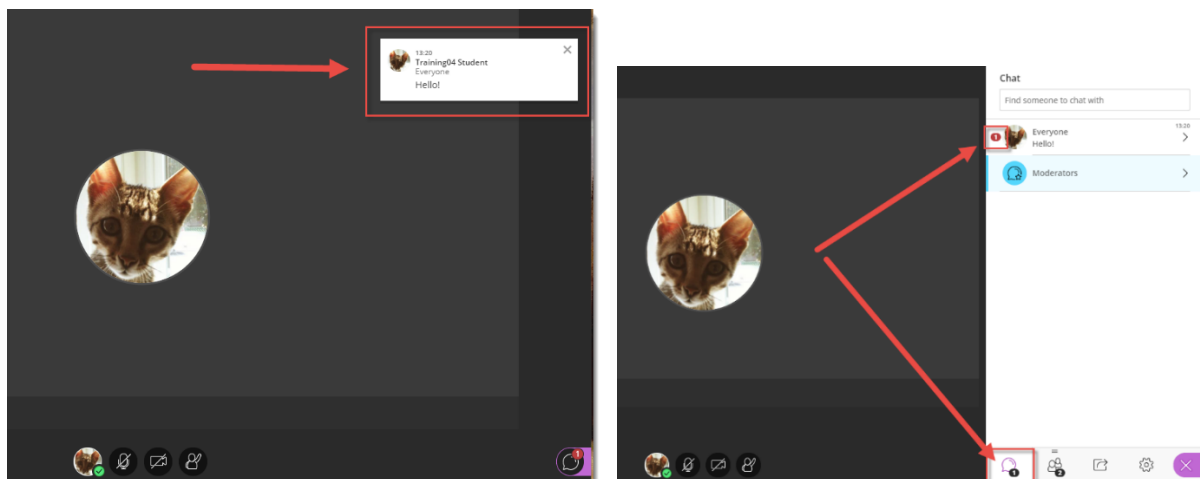
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7. To find a specific person to private chat with, start typing their name into the **Find someone to chat with** box, select them, and hit Enter.



## Things to Remember

If the Collaborate panel is closed while you are facilitating your session, chat messages will pop up in the main window, and if your Collaborate panel is open, but NOT on Chat, chats will register as numbers at the bottom of the Collaborate panel next to the Chat icon.



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