



Creating 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 creating **Chat** sessions for your course. Chat sessions can be created to allow for text-based office hours, or to give students a space to meet online.

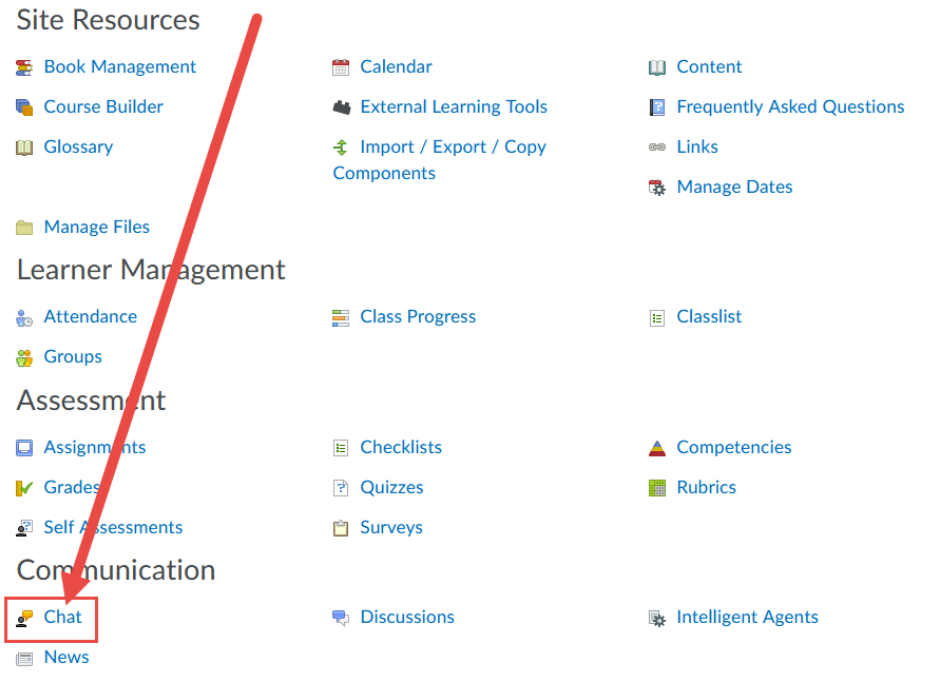
Steps

1. Go to your course homepage and click **Edit Course**.

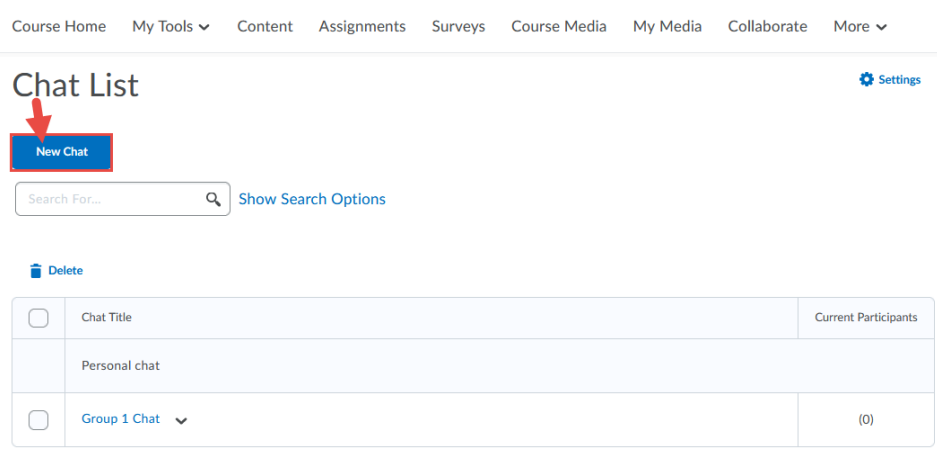
The screenshot shows the D2L course homepage for 'Training Course 03'. The top navigation bar includes a home icon, the CAMOSUN logo, the course name 'Training Course 03', and several utility icons (grid, mail, chat, bell, profile, settings). Below the navigation bar, the breadcrumb trail shows 'Training Course 03 > Course Home > My Tools > Edit Course'. The 'Edit Course' link is highlighted with a red box and a red arrow pointing to it. The main content area features a 'News' section with a 'Welcome to D2L version 10.3!' announcement, dated Mar 21, 2014, and a 'Territorial Acknowledgement' section with a photo of purple flowers and text about Camosun College's location on traditional territories.



2. Click **Chat** (under **Communication**).



3. Click **New Chat**.



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4. Give your Chat a **Title**. You can either create a **General chat** area, which is open to all people in the D2L course site, or create a **Personal chat** area, which you can restrict to specific students. You cannot change the chat type once you have created it. Here, we are creating a General Chat area. Click **Create**.

Course Home My Tools ▾ Content Assignments Surveys Course

New Chat

Title *
Class Chatroom

Type
 General chat Personal chat

Note
The chat type cannot be changed once you click Create.

Description

Paragraph 17.1px

Create Cancel

5. If you have created a **Personal** chat, click the down arrow next to the title and select **Edit**.

Course Home My Tools ▾ Content Assignments

Chat List

New Chat

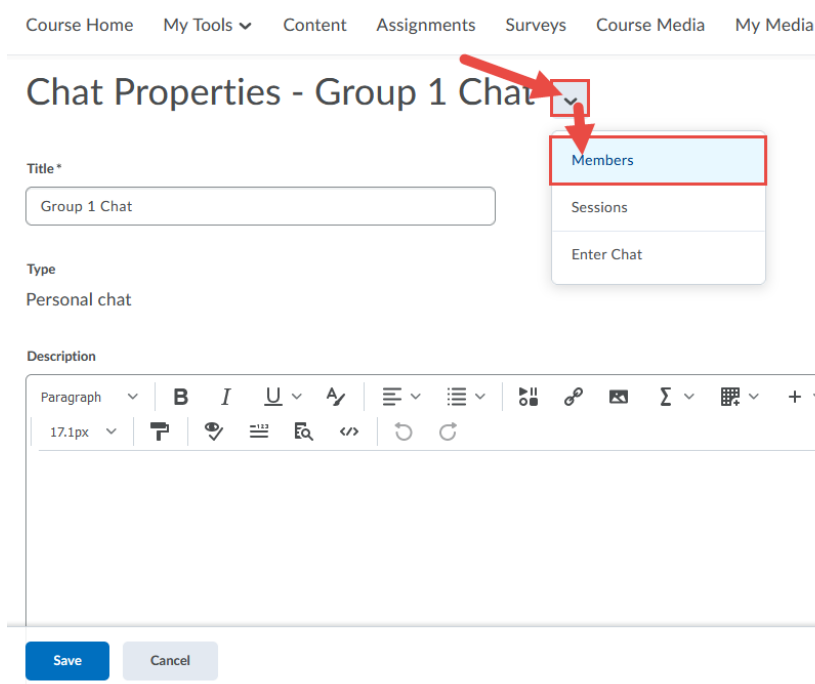
Search For... Enter Chat Search Options

Delete

<input type="checkbox"/>	Chat	Enter Chat
<input type="checkbox"/>	Personal	Edit
<input type="checkbox"/>	Group 1 Chat	View Members
<input type="checkbox"/>	General chat	View Sessions
<input type="checkbox"/>	Class Chatroom	Delete



6. Click the down arrow next to the title at the top and select **Members**.



Course Home My Tools ▾ Content Assignments Surveys Course Media My Media

Chat Properties - Group 1 Chat ▾

Title*
Group 1 Chat

Type
Personal chat

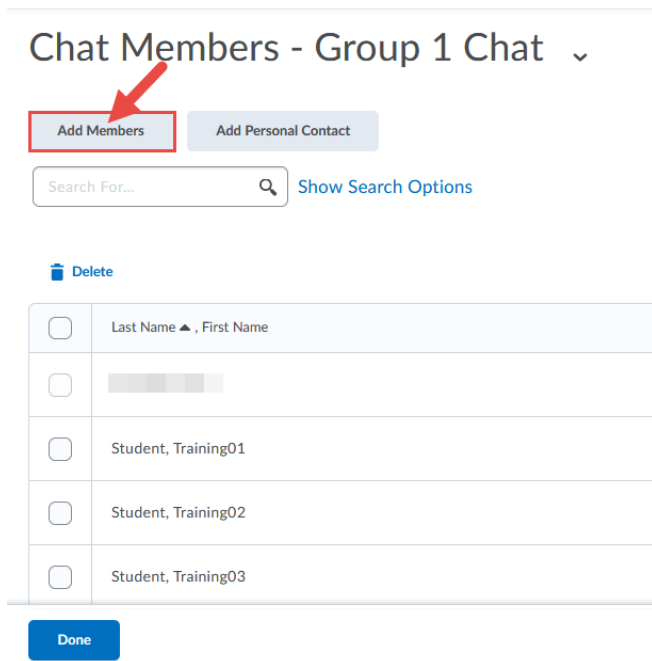
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Save Cancel

7. Click **Add Members**.



Chat Members - Group 1 Chat ▾

Add Members Add Personal Contact

Search For... 🔍 [Show Search Options](#)

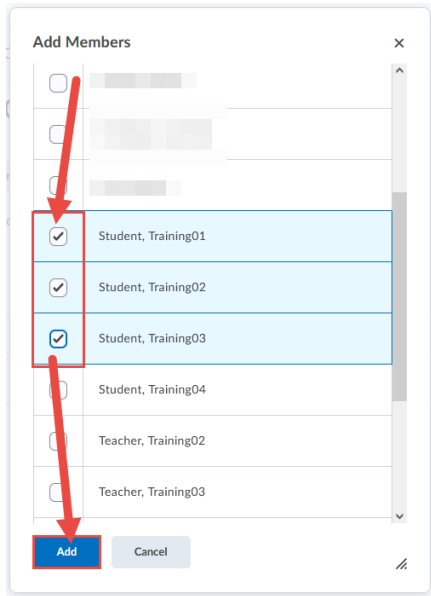
🗑 Delete

<input type="checkbox"/>	Last Name ▲, First Name
<input type="checkbox"/>	[REDACTED]
<input type="checkbox"/>	Student, Training01
<input type="checkbox"/>	Student, Training02
<input type="checkbox"/>	Student, Training03

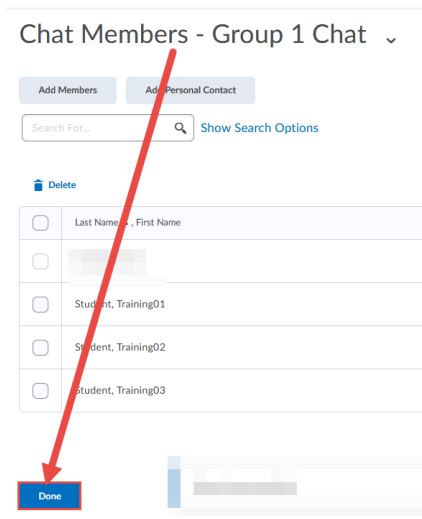
Done



8. Select the people you wish to have access to this **Personal** chat and click **Add**.



9. Click **Done**.



Things to Remember

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**.

Note that the **Current Participants** column in the main Chat area table indicates how many people are in the chat at that time, NOT how many members there are in a **Personal** chat.



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