



Creating Private Chat Sessions – D2L Student Tutorial

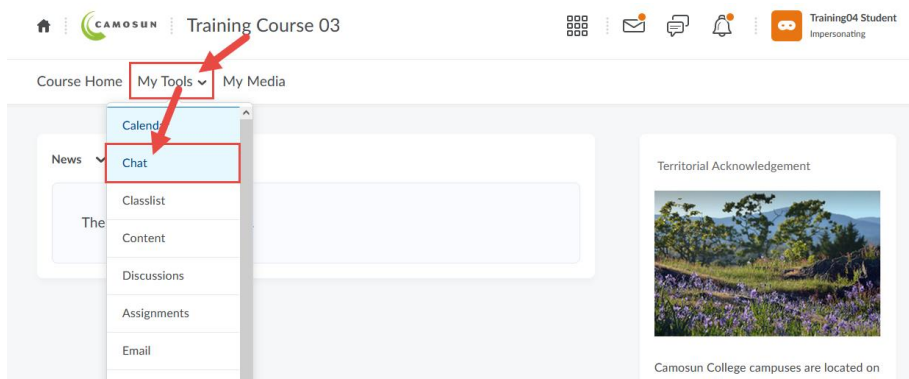
This tutorial is designed for students who would like to use the Chat tool for online text-based discussions or group work with fellow students. Note that you may need to ask your instructor to set up the Chat tool on your D2L course Navbar. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

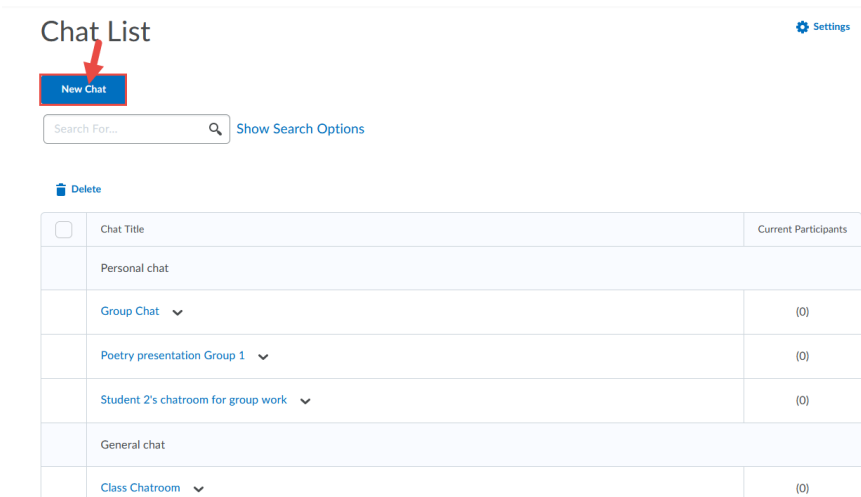
This tutorial will cover the steps involved in creating **Personal Chat** sessions for you and fellow students. Chat sessions allow for text-based office hours, or to give students a space to meet online.

Steps

1. Go to your course homepage and click **Chat** (on the course Navbar or the **My Tools** menu.)



2. Click **New Chat**.



3. Give your Chat a **Title** and click **Create**.

New Chat

Title *
Training Student 4's Group Chatroom

Type
Personal chat

Description

Paragraph **B** *I* U ~~A~~

Create Cancel

4. Click the down arrow next to the title of your new Chatroom and select **Edit**.

Chat List

New Chat

Search For... Show Search Options

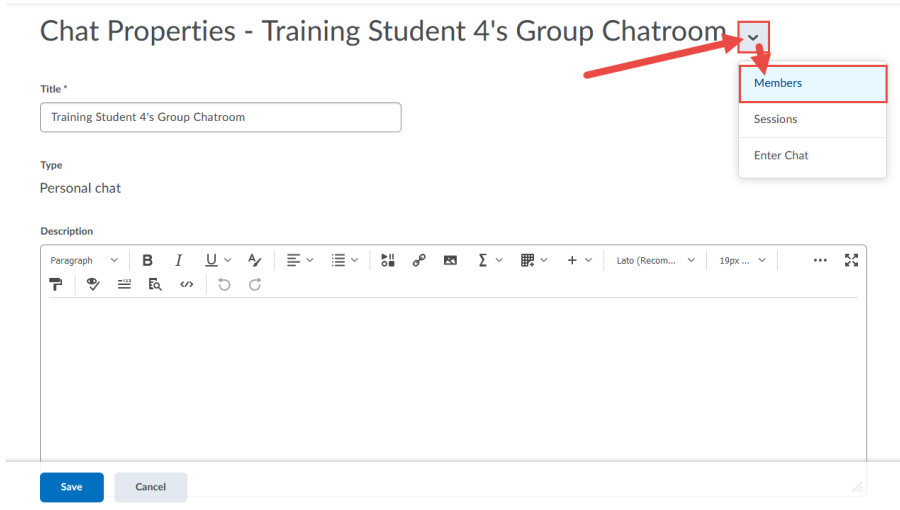
Delete

| <input type="checkbox"/> | Chat Title | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | Personal chat | |
| <input type="checkbox"/> | Group Chat | |
| <input type="checkbox"/> | Poetry presentation Group 1 | |
| <input type="checkbox"/> | Student 2's chatroom for group work | |
| <input type="checkbox"/> | Training Student 4's Group Chatroom | |
| <input type="checkbox"/> | General chat | |
| <input type="checkbox"/> | Class Chatroom | |

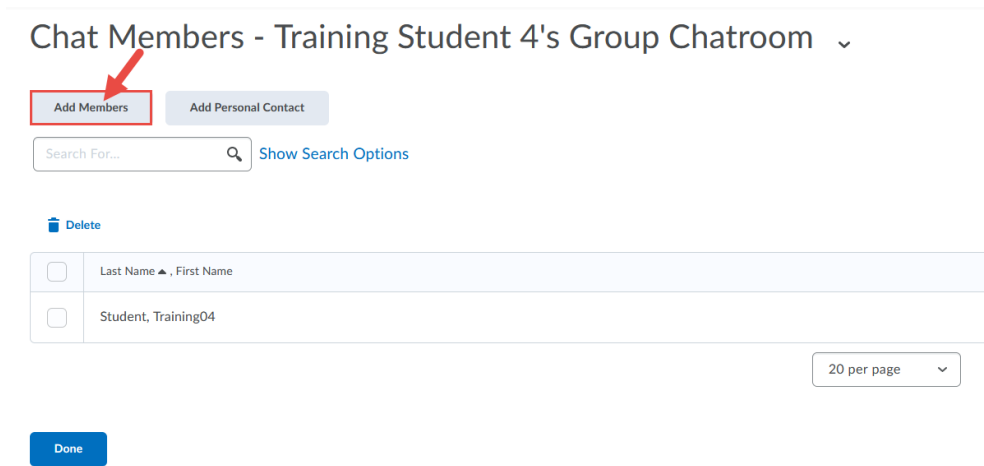
Enter Chat
Edit
New Members
New Sessions
Delete



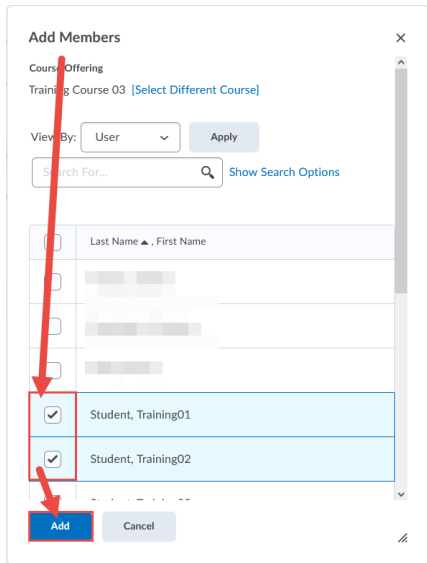
5. Click the down arrow next to the title at the top and select **Members**.



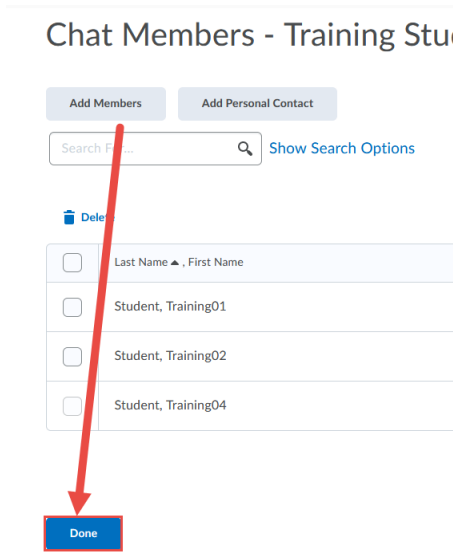
6. Click **Add Members**.



7. In the Add Members pop-up box, select the people you wish to have access to this **Personal** chat and click **Add**.



8. Click **Done**.



Things to Remember

You will have access to all the Chat areas and the records of the chat sessions For Chat areas you have created as well as for those created by others where you have been added as a **Member**.



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