

Working with Chats

The New Chat pane appears - Working with Chats

The Chat tool is a real-time, text-based collaboration tool. Instructors can use the Chat tool to brainstorm ideas, hold a question and answer period, have a debate or discussion, or organize a remote study group. As opposed to other collaboration tools, such as Discussions, Chats occur in real-time. Instructors can set up course specific chat rooms or chat rooms that involve individuals from all over the organization. There are two types of chat:

General (or Course) chats

General chats are public chats visible to everyone enrolled in the org unit where they are created. General chats allow instructors to incorporate chat discussions into the teaching of a course since they are automatically open to all users enrolled in the course.

Personal chats

Personal chats are private and visible only to users who instructors have added to the chat's participants list. Personal chats are ideal for keeping in touch with friends and colleagues or for clubs and other groups whose members do not share a single course.

Creating a Chat

Creating a General Chat

1. On the course navigation bar click on the **Chat** link under the **Communication** drop-down menu. The Chat List page appears.
2. Click on the **New Chat** button . The New Chat page appears.

New Chat

Title *

Type

General chat Personal chat

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

Description

Create **Cancel**

3. In the Chat **Title** textbox, type the desired title for your chat.
4. Select **General Chat**.
5. In the **Description** textbox type a short description (optional) for your chat.
6. Click on the **Create** button. You are returned to the Chat List pane.

Creating a Personal Chat

1. On the course navigation bar click on the **Chat** link under the **Communication** drop-down menu. The Chat List page appears.
2. Click on the **New Chat** button . The New Chat page appears.

New Chat

Title *

Type

General chat Personal chat

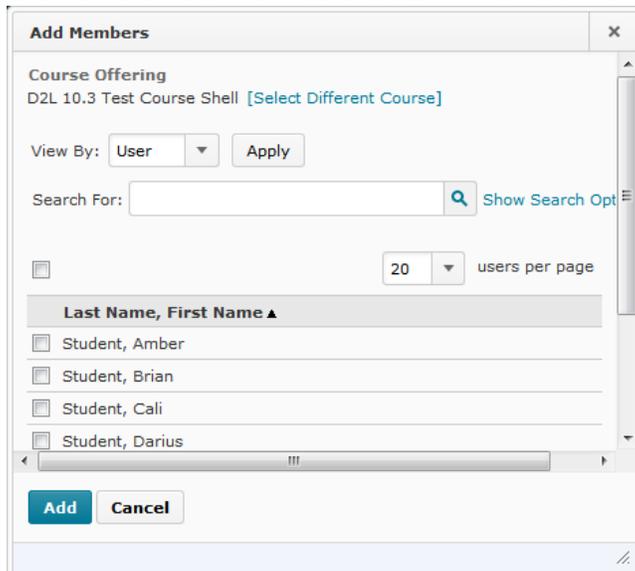
Note
The chat type cannot be changed once you click **Create**.

Description

Create **Cancel**

3. In the Chat **Title** textbox, type the desired title for your chat.
4. Select **Personal Chat**.

5. In the **Description** textbox type a short description (optional) for your chat.
6. Click on the **Create** button. You are returned to the Chat List page.
7. To add participants to your chat click on the **View Members**  button in the context menu beside the chat name. The Chat Members page appears.
8. Click on the **Add Members** button. The Add Members dialog box appears.



9. Select the users you wish to add by placing a checkmark beside each student's name.
10. Click on the **Add** button. The selected users are added.
11. To enter the new chat, click on the chat name. The chat window appears.

NOTE: You can add members from other course offerings, by clicking the **Select Different Course** link in the Add Members dialog box.

Modifying Chats

Once chats are created you can change the chat name and description or add/remove members.

Modifying Chats: Changing the Chat Name and Description

1. On the course navigation bar click on the **Chat** link under the **Communication** drop-down menu. The Chat List page appears.
2. For the desired chat, click on the **Edit**  button from the context menu beside the chat name. The Chat Properties page appears.
3. Make the desired changes to the chat.
4. Click on the **Save** button. The chat information is updated.

Modifying Chats: Removing Members from Personal Chats

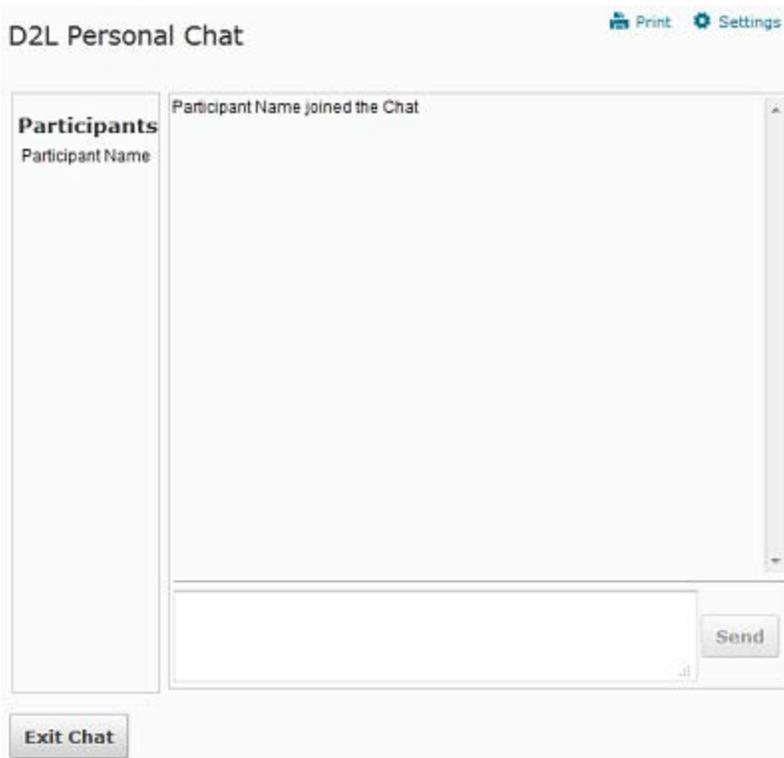
1. On the course navigation bar click on the **Chat** link under the **Communication** drop-down menu. The Chat List page appears.
2. For the desired chat, click on the **View Members**  button from the context menu beside the chat name. The Chat Members page appears.
3. In the Members section select the user(s) you wish to remove from the chat by placing a checkmark in the box next to their name.
4. Click on the **Delete** button. A confirmation dialog box appears.
5. Click on the **Delete** button. The selected members are removed.

Modifying Chats: Adding Members to Personal Chats

1. On the course navigation bar click on the **Chat** link under the **Communication** drop-down menu. The Chat List page appears.
2. For the desired chat, click on the **View Members**  button from the context menu beside the chat name. The Chat Members page appears.
3. Click **Add Members**. The Add Members dialog box appears.
4. Select the desired users by placing a checkmark next to each student's name.
5. Click on the **Add** button. The user(s) are added.

Participating in a Chat Session

Once you have entered a chat you will notice three frames: the Participants frame, the Chat frame, and the Add Message frame. This section explains the purpose of these frames and the available buttons in the chat.



| Item | Description |
|-------------------|--|
| Participants Pane | Lists the current participants in the chat. |
| Chat Pane | Displays recent messages added to the chat. |
| Message Textbox | Enables users to add messages to the chat by typing in the textbox and clicking on the Send button. |
| Send Button | Submits user messages to the chat. |
| Print chat button | Displays a printer friendly version of the chat's information and chat pane. |
| Exit Chat button | Exits the chat. |

Participating in a Chat: Entering and Exiting the Chat Room

1. On the course navigation bar click on the **Chat** link under the **Communication** drop-down menu. The Chat List page appears.
2. Click the name of the chat you wish to enter. The chat window appears.
3. At the bottom of the page in the message textbox, type a message.
4. Click on the **Send** button or press on the [Enter] key on your keyboard. Your message is added to the chat.
5. To leave the chat click on the **Exit Chat** button. You are returned to the Chat List pane.

Working with Chat Archives

D2L automatically archives chat sessions when everyone has exited a chat session. Archived chats are saved sessions that are viewable for future reference or grading purposes. Both instructors and students can view archived chats. Instructors can edit chats and can limit chat availability for students by making them hidden.

Working with Chat Archives: Viewing Archived Chats

1. On the course navigation bar click on the **Chat** link under the **Communication** drop-down menu. The Chat List page appears.
2. Click the **View Sessions**  button from the context menu next to the desired chat name. The Chat Sessions page appears.
3. Click on the desired chat session link. The screen refreshes to display session information and content.
4. When finished, click on the **Done** button.

Deleting Chats

You may want to delete a chat. This option is available only to the creator of the chat. **Deleting a chat also removes any archives associated with the chat.**

1. On the course navigation bar click on the **Chat** link under the **Communication** drop-down menu. The Chat List page appears.
2. Select the desired chat by clicking on the checkbox next to the chat.
3. Click on the **Delete**  button. A confirmation dialog box appears.
4. Click on the **Delete** button. The chat is deleted.