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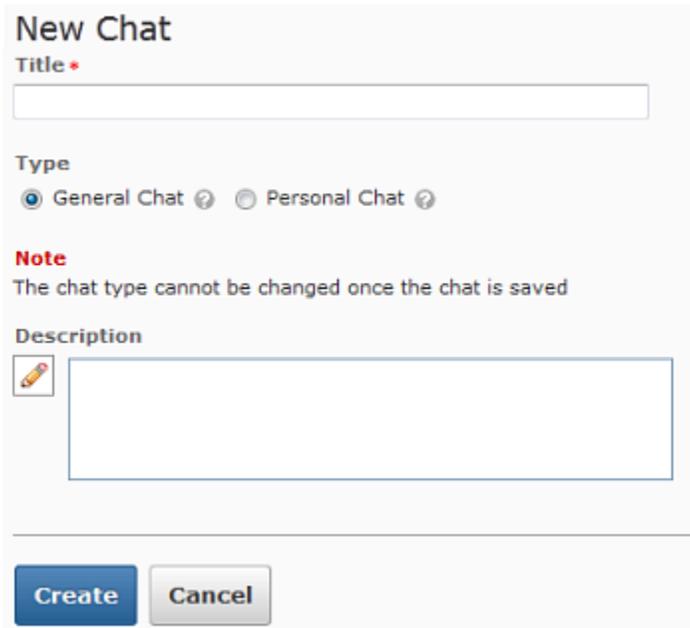
Personal chats
Personal chats are private and visible only to users who instructors have added to the chat's participants list. Personal chats are ideal for keeping in touch with friends and colleagues or for clubs and other groups whose members do not share a single course.

Creating a Chat

Creating a General Chat

1. From the My Home page select the desired course in the My Courses widget. The Course Home page appears.
2. On the Navigation bar click on the **Chat** link under the **Communication** drop-down menu. The Chat List pane appears.

3. Click on the **New Chat** button [New Chat]. The New Chat pane appears.

New Chat
Title *

Type
⦿ General Chat ⦵   ⦾ Personal Chat ⦵

Note
The chat type cannot be changed once the chat is saved

Description

[Create]   [Cancel]

4. Select **General Chat**
5. In the Chat Title text box type the desired title for your chat and in the Description text box 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 Navigation bar click on the **Chat** link. The Chat List pane appears.

2. Click on the **New Chat** button [New Chat]. The New Chat pane appears.
3. In the **Type** section select **Personal Chat**.
4. In the Chat Title text box type the desired title for your chat and in the Description text box type a short description (optional) for your chat.
5. Click on the **Create** button. You are returned to the Chat List pane

6. To add participants to your chat click on the **View Members** 👥 button in the context menu beside the chat name. The Chat Members pane appears.

7. Click on the **Add Members** button. The Add Members dialog box appears.

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

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. From the Course Home page on the Navigation bar click on the **Chat** link. The Chat List pane appears.

2. For the desired chat, click on the **Edit** button from the context menu beside the chat name. The Chat Properties pane 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. From the Course Home page on the Navigation bar click on the **Chat** link. The Chat List pane appears.

2. For the desired chat, click on the **View Members** button from the context menu beside the chat name. The Chat Members pane appears.

3. In the Members section select the user(s) you wish to remove from the chatby 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. From the Course Home page on the Navigation bar click on the **Chat** link. The Chat List pane appears.

2. For the desired chat, click on the **View Members** 👥 button from the context menu beside the chat name. The Chat Members pane 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 pane, the Chat pane, and the Add Message text box. This section explains the purpose of these frames and the available buttons in the chat.
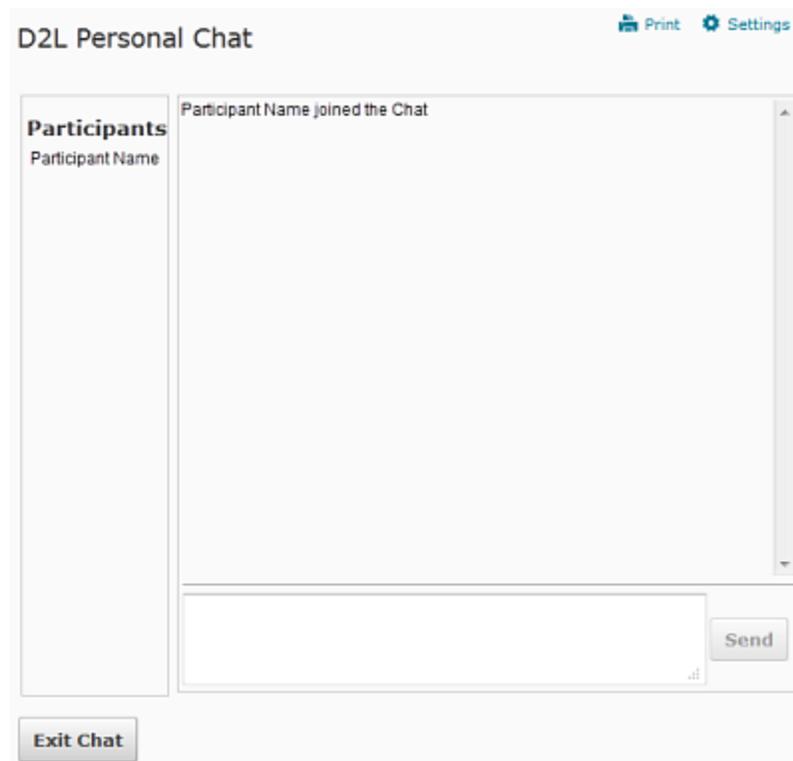
Item	Description

Participants Pane	Lists the current participants in the chat
Chat Pane	Displays recent messages added to the chat
Message text box	Enables users to add messages to the chat by typing in this text box 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. From the Course Home page on the Navigation bar click on the **Chat** link. The Chat List pane 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 text box 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. From the Course Home page on the Navigation bar click on the **Chat** link. The Chat List pane appears.

2. Click the **View Sessions** button from the context menu next to the desired chat name. The Chat Sessions pane 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. From the Course Home page on the Navigation bar click on the CHAT link. The Chat List pane 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.