Creating Chats for Course Sections on D2L: Step-by-Step

**Step 1:** Access “Chat” from “Communication” menu.

![Chat menu](image)

**Step 2:** Click the “New Chat” button, give it a title, choose the Personal chat radio button, and describe the chat.

![New Chat form](image)
Step 3: The chat list is created, but there are no participants yet. Click the arrow next to the chat title name for options, and choose “View Members”.

Step 4: Click the “Add Members” button.
Step 5: The “Add Members” pop-up appears and gives us the option to add by section!