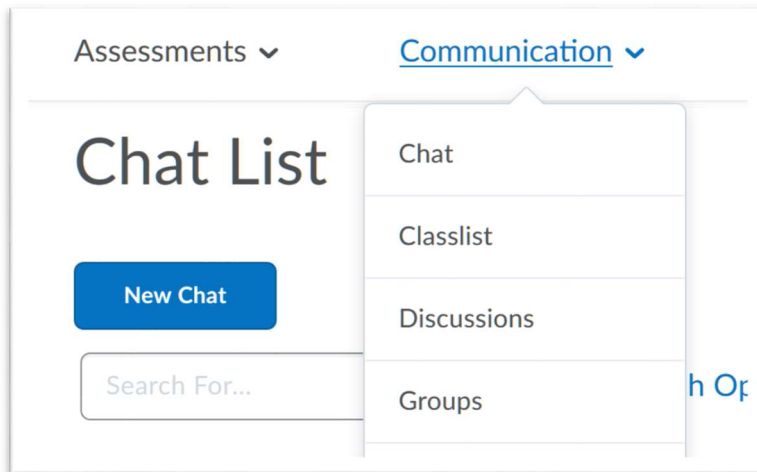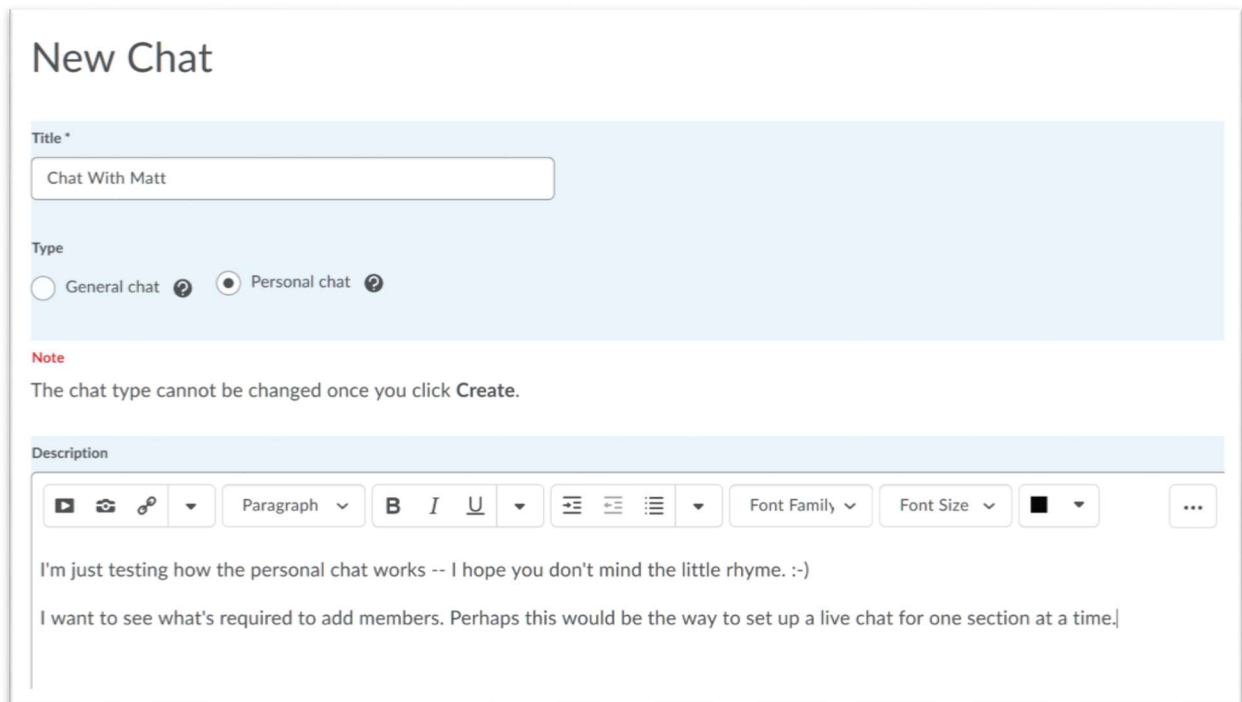# Creating Chats for Course Sections on D2L: Step-by-Step

Step 1: Access "Chat" from "Communication" menu.

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

Step 3: The chat list is created, but there are no partipants yet. Click the arrow next to the chat title name for options, and choose "View Members".

Chat List

⚙ Settings

New Chat

Search For...

Enter Chat

Edit

View Members

View Sessions

Delete

🗑 Delete

☐	Chat Title		Current Participants
	Personal chat		
☐	Chat With Matt ⌄		(0)
	I'm just testing how the personal chat works -- I hope you don't mind the little rhyme. :-)		
	I want to see what's required to add members. Perhaps this would be the way to set up a live chat for one section at a time.		

Step 4: Click the "Add Members" button.

Chat Members - Chat With Matt ⌄

Add Members   Add Personal Contact

Search For...   🔍 Show Search Options

🗑 Delete

☐	Last Name ▲ , First Name
☐	Ormerod, Tracey

20 per page ⌄

Step 5: The "Add Members" pop-up appears and gives us the option to add by section!