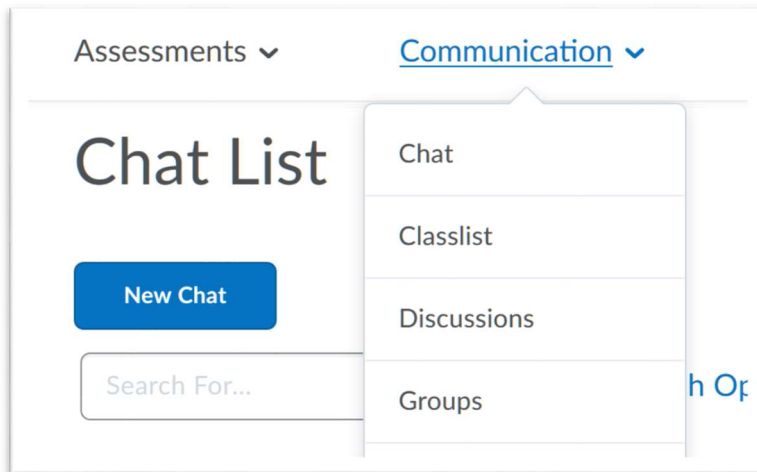
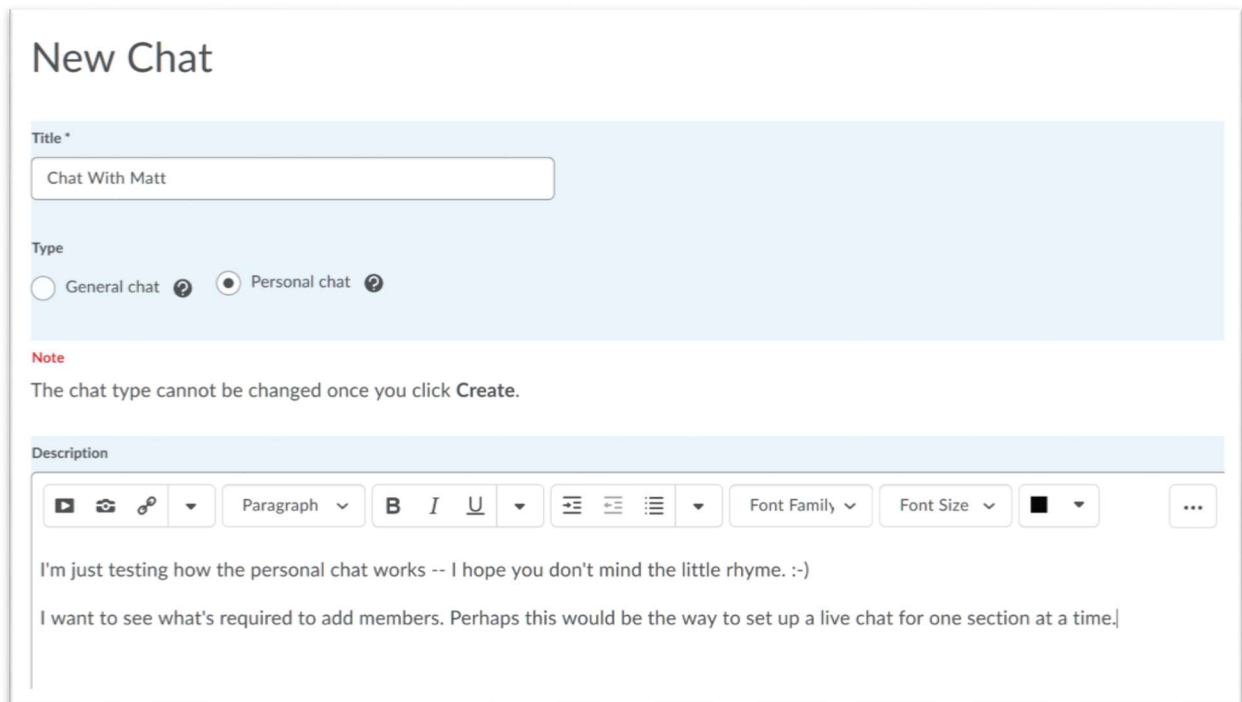


Creating Chats for Course Sections on D2L: Step-by-Step

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.

A screenshot of the 'New Chat' form in D2L. The form has a title 'New Chat' at the top. Below the title is a 'Title *' section with a text input field containing 'Chat With Matt'. Below the title section is a 'Type' section with two radio buttons: 'General chat' and 'Personal chat'. The 'Personal chat' radio button is selected. Below the 'Type' section is a 'Note' section with the text 'The chat type cannot be changed once you click Create.' Below the 'Note' section is a 'Description' section with a rich text editor. The rich text editor has a toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, and background color. The text in the description field is: 'I'm just testing how the personal chat works -- I hope you don't mind the little rhyme. :-)' and '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 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”.

The screenshot shows the 'Chat List' interface. At the top right is a 'Settings' link with a gear icon. Below the title is a 'New Chat' button and a search bar labeled 'Search For...'. A 'Delete' button with a trash icon is also visible. A table lists chat entries. The first entry is 'Personal chat'. The second entry is 'Chat With Matt', which has a dropdown arrow next to its title. A context menu is open over this dropdown, showing options: 'Enter Chat', 'Edit', 'View Members', 'View Sessions', and 'Delete'. The 'View Members' option is highlighted. The table also has a 'Current Participants' column, which shows '(0)' for the 'Chat With Matt' entry.

	Chat Title	Current Participants
<input type="checkbox"/>	Personal chat	
<input type="checkbox"/>	Chat With Matt ▼	(0)

Step 4: Click the “Add Members” button.

The screenshot shows the 'Chat Members - Chat With Matt' interface. At the top is the title 'Chat Members - Chat With Matt' with a dropdown arrow. Below the title are two buttons: 'Add Members' and 'Add Personal Contact'. There is a search bar labeled 'Search For...' with a magnifying glass icon and a 'Show Search Options' link. A 'Delete' button with a trash icon is also present. A table lists members. The first row is a header: 'Last Name ▲, First Name'. The second row is a member: 'Ormerod, Tracey'. At the bottom right, there is a '20 per page' dropdown menu.

	Last Name ▲, First Name
<input type="checkbox"/>	Ormerod, Tracey

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

Add Members

Course Offering
COMM 202-006108P - Communications II - 2020 Winter [\[Select Different Course\]](#)

View By:

Sections

 Sections:

COMM 202 - 3755 - Section S73 - 2020 Winter

Search For...

Show Search Options

<input type="checkbox"/>	Last Name ▲, First Name
<input type="checkbox"/>	Alexander, Nathan
<input type="checkbox"/>	Almeida, Paige
<input type="checkbox"/>	Assance, Natalya
<input type="checkbox"/>	Bandstra, Kendall
<input type="checkbox"/>	Bird, William
<input type="checkbox"/>	Cribby, Katelyn

Add

Cancel