



Creating a Chat Session in D2L

1. In D2L, select the course you intend to edit.
2. On the Navigation Bar, click on **Chat**. If it is not visible, it must be added to your Navigation Menu (refer to the D2L video on adding things to the Navigation Menu).

The screenshot shows the D2L course navigation bar for 'PHOT 1123-INTRODUCTION TO PHOTOGRAPHY-SEC 001'. The navigation bar includes links for Course Home, Content, Dropbox, Quizzes, Grades, Chat, Discussions, and Classlist. An orange arrow points to the 'Chat' link. The top of the page shows the user is logged in as 'raczkos' on 8/24/2015. Below the navigation bar, there are sections for News, Calendar (showing Monday, August 24, 2015), and FERPA and Assigning TAs.

Select
Content

3. Within Chat, Click **New Chat**.

The screenshot shows the D2L Chat List page. At the top, there is a 'New Chat' button highlighted by an orange arrow. Below the button is a search bar with the text 'Search For:' and a 'Show Search Options' link. The main content area is a table with the following structure:

| Chat Title | Current Participants |
|--|----------------------|
| General chat | |
| <input type="checkbox"/> Weekly Chat: October 16, 10am | (0) |
| <input type="checkbox"/> Weekly Chat: October 2, 10am | (0) |
| <input type="checkbox"/> Weekly Chat: October 9, 10am | (0) |
| <input type="checkbox"/> Weekly Chat: September 26, 10am | (0) |

Each row in the table has a 'Delete' button to its left. The top right of the page has a 'Settings' link.

Click
New Chat



4. Give the Chat a descriptive **title**. Chats begin when a student or instructor enters them. General Chat: anyone on the class can participate. Personal Chat: only individuals can participate. Enter a description (optional). A descriptive title is generally the best practice. Click **Create**.

Course Home Content Dropbox Quizzes Grades Chat Discussions Classlist Surveys Edit Course

New Chat

Title *

Type
 General chat Personal chat

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

Description

Create **Cancel** Click **Create**

Enter a descriptive title in the space provided

Entering a description is optional. A descriptive title is generally the best practice.

5. Release Conditions are not allowed for Chats; they begin as soon as someone enters them. Recommendation: clearly state the date and time of a given Chat in the title.

Course Home Content Dropbox Quizzes Grades Chat Discussions Classlist Surveys Edit Course

Chat List

New Chat Settings

Search For: Show Search Options

| Chat Title | Current Participants |
|--|----------------------|
| <input type="checkbox"/> General chat | |
| <input type="checkbox"/> Weekly Chat: October 16, 10am | (0) |
| <input type="checkbox"/> Weekly Chat: October 2, 10am | (0) |
| <input type="checkbox"/> Weekly Chat: October 9, 10am | (0) |
| <input type="checkbox"/> Weekly Chat: September 26, 10am | (0) |

Delete

Your newly created Chat will appear here.

You should now know how to create a Chat session, and understand some of the benefits of using this type of interaction with your students.

For further support, email facultyd2l@okstate.edu or call (405) 744-1000.