



## Hosting a Chat Session in D2L

1. In D2L, select the course you intend to edit.
2. On the Menu Bar, click on **Chat**.

My Home My Calendar FAQ Help Self Registration My Library Log Out Logged in as raczkos 8/24/2015

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

News | ▾

Calendar | ▾  
Monday, August 24, 2015  
Upcoming events  
There are no events to display. Create an event.

FERPA and Assigning TAs | ▾  
Instructors who add TAs to their classes in D2L are responsible for ensuring the TAs complete Family Educational Rights and Privacy Act (FERPA) training.

Select  
Content

3. Within Chat, click and enter into the Chat you want to use.

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Chat List Settings

New Chat

Search For:  Show Search Options

Chat Title	Current Participants
General chat	
Weekly Chat: October 16, 10am ▾	(0)
Weekly Chat: October 2, 10am ▾	(0)
Weekly Chat: October 9, 10am ▾	(0)
Weekly Chat: September 26, 10am ▾	(0)

Delete

Click on the  
Chat you want  
to use



- Chats are real-time, and participants responses are typed in the text box below. Participants type their responses to each other as the Chat progresses. The interactive nature of online chats can greatly benefit students, TAs, and instructors.

The screenshot shows a web interface for a chat. At the top, there is a navigation bar with links: Course Home, Content, Dropbox, Quizzes, Grades, Chat, Discussions, Classlist, Surveys, and Edit Course. Below the navigation bar, the chat title is "Weekly Chat: October 16, 10am". To the right of the title are "Print" and "Settings" icons. The main chat area is divided into two columns. The left column is titled "Participants" and lists "raczkos". The right column contains the message "raczkos joined the chat." Below the message area is a text input field and a "Send" button. At the bottom left of the chat area is an "Exit Chat" button.

- Students often enter Chats as they are already in progress. All Chat participants can scroll through the Chat to read what has already been said. Students can use Chat to respond to each other's questions. Transcripts are saved for you to review ex post facto.

This screenshot is identical to the one above, showing the same chat interface with the navigation bar, chat title, participant list, message area, and input fields.



## Institute for Teaching & Learning Excellence

**Teaching and Learning Support**  
*Student Engagement Student Success*  
**(405) 744-1000**

Please refer to the **D2L: Hosting a Chat Session** video for a real-time demonstration of what it looks like to host a Chat session for your students.

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