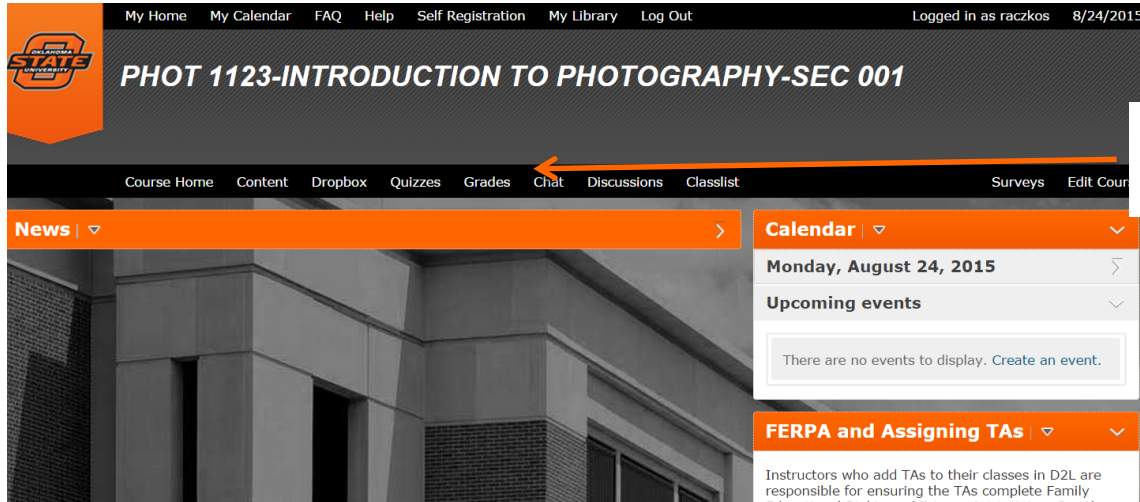


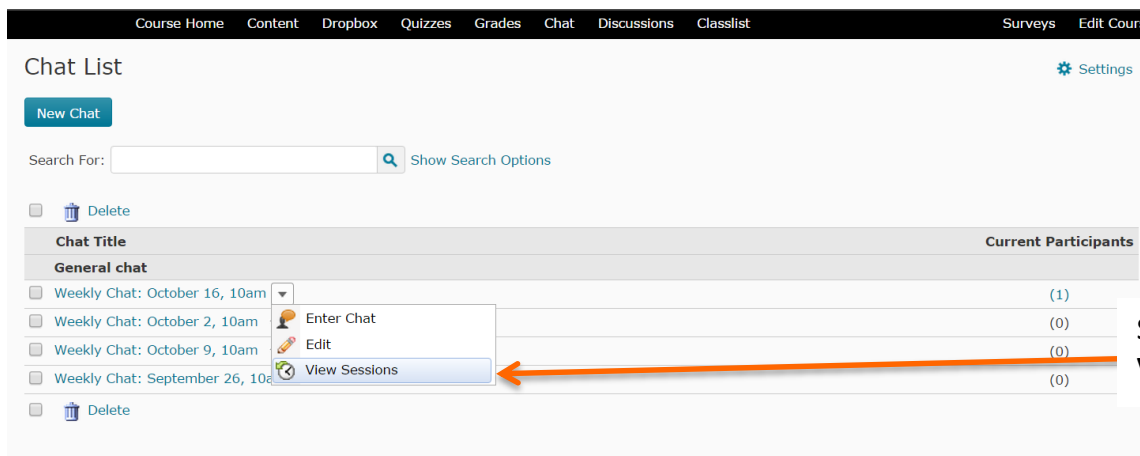


## Viewing Chat Transcripts in D2L

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



3. Within Chat, click the triangle next to the Chat session you want to review and then select **View Sessions**.





4. Chats are not marked as finished until the last person exits. Click session date to view details and transcript. Use **Print** to print transcript or save as a PDF. Click **Exit Chat**.

The screenshot shows a web interface for a chat session. 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". On the right side of the chat header, there are two icons: a printer icon labeled "Print" and a gear icon labeled "Settings". An orange arrow points to the "Print" icon. A callout box on the right side of the image contains the text: "Click **Print** to print the entire transcript or save as a PDF". The main chat area shows a message: "raczkos joined the chat." On the left side, there is a "Participants" list showing "raczkos". At the bottom of the chat area, there is a text input field and a "Send" button. At the bottom left of the chat interface, there is an "Exit Chat" button.

You should now know how to view the transcripts from a given chat session, and how to print it or save as a PDF.

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