

# Students: Chat Tool

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## About the Chat Tool

The **Chat** tool allow you to communicate via text while on-line at the same time. Using the D2L **Chat** tool, you can hold private chats with other students in the course or communicate on group projects.

The **Chat** tool is an online, interactive area where students and instructors can chat online in real-time discussions.

Use this tool to:

- Chat with peers and ask instructors questions during sessions.
- Arrange group conversations

- Create your own private chat

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## Enter Chat

- Select the **Chat** link in the navigation bar



- A list of available chats will be displayed. Click the name of the chat room you would like to join.

Chat Title	Current Participants	Actions
<b>General Chat</b> <a href="#">March 23, 2009</a> Anybody out there?	(0)	
<a href="#">Missing comments</a> Sorry, I missed the chat last night--came down with a round of vertigo, and just went to bed. I'll keep watching in case you still have questions. You can post them anytime, I just try to check them on Monday nights.	(0)	
<a href="#">Welcome</a> This chat space will be used for virtual office hours for the 2009 Spring Semester.	(0)	

- You will now be taken to the chatroom. All participants currently in the chatroom will be listed on the left hand side of the page. All chatroom text will be listed in the large box.

Chat - March 23, 2009

Chat Settings | Print Chat | Exit Chat

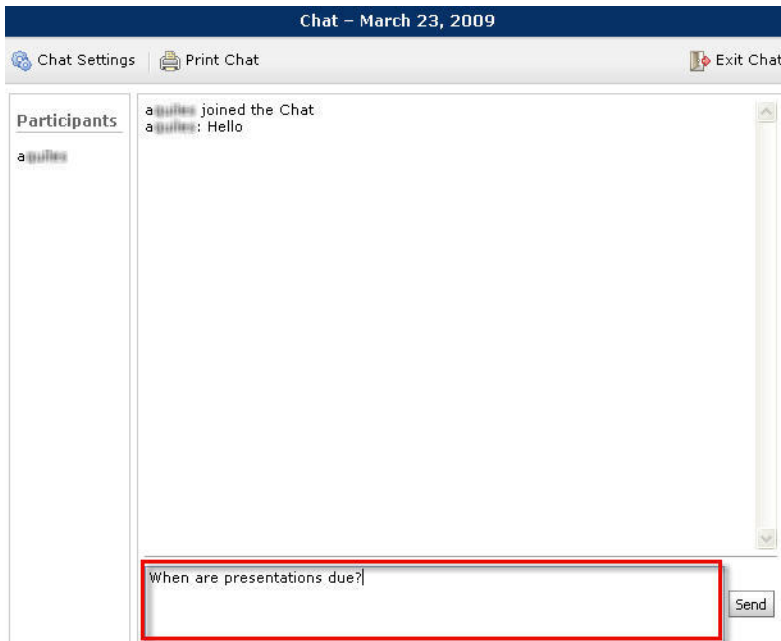
**Participants**

- aquiles joined the Chat
- aquiles: Hello

Send

## Enter text in Chat

- Locate the bar at the bottom of the chatroom. Click inside the bar and begin typing your message.




- Once you are satisfied with your message, select the **Send** button. *Your text has now been added to the chatroom for all users to see*

## Change chat username

You have the ability to change your chatroom identity to accommodate a desire to go by a different name. (Ex: Johnathon Smith changing his name to John Smith)

Note: This will not change your D2L login name, it will only appear differently in the chatroom.

To change your chat identity:

- Enter a chatroom
- Click the Chat Setting button .
- A popup will now appear with your name in the **Alias** box, enter the chat identity that you wish to go by and click **Save**.

**Chat Settings**

Chat Alias

\* Alias:

Alias Format:  Bold  
 Italics

Alias Color: █ ▼

Chat Settings

Message Order:  New to Old ?  
 Old to New ?

Only Show:  New Messages ?

**Note:** Selecting this will require you to manually refresh with the refresh button

Incoming Message Sound:  ▼

Person Enters Chat Sound:  ▼

Cancel Save

- A message in the **Chat** box will indicate that you have changed your chat identity (alias).

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## Exit chatroom

To exit a chatroom, select the **Exit Chat** button located in the top right corner of the page.


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## View chat archive

It is possible to read the contents of a previous chat session by visiting the chatroom archives.

To read the chatroom archives:

- Select the  archive button next to the chatroom you wish to read.
- A list of all available **Chat Session** archives will be shown, newest archives will be listed first.

Chat Sessions			
Chat List	Properties	Sessions	Enter Chat
Welcome Sessions			
Page: 1 of 2		20 per page	
Start Date ▼	End Date	Duration	# of Messages
<a href="#">May 20, 2009 9:47 AM</a>	May 20, 2009 10:00 AM	0:13:00	1
<a href="#">Mar 31, 2009 7:48 PM</a>	Mar 31, 2009 8:00 PM	0:12:00	1
<a href="#">Mar 30, 2009 8:24 PM</a>	Mar 30, 2009 8:40 PM	0:16:00	2
<a href="#">Mar 2, 2009 10:11 PM</a>	Mar 2, 2009 10:20 PM	0:09:00	1
<a href="#">Mar 2, 2009 10:10 PM</a>	Mar 2, 2009 10:11 PM	0:01:00	3
<a href="#">Mar 2, 2009 5:16 PM</a>	Mar 2, 2009 5:16 PM	0:00:00	2
<a href="#">Mar 2, 2009 4:06 PM</a>	Mar 2, 2009 4:06 PM	0:00:00	2
<a href="#">Mar 2, 2009 3:44 PM</a>	Mar 2, 2009 4:00 PM	0:16:00	2
<a href="#">Mar 2, 2009 2:45 PM</a>	Mar 2, 2009 3:00 PM	0:15:00	1
<a href="#">Mar 2, 2009 12:06 PM</a>	Mar 2, 2009 1:50 PM	1:44:00	15
<a href="#">Mar 2, 2009 11:50 AM</a>	Mar 2, 2009 11:50 AM	0:00:00	2
<a href="#">Feb 9, 2009 8:10 PM</a>	Feb 9, 2009 8:30 PM	0:20:00	2
<a href="#">Feb 3, 2009 11:58 PM</a>	Feb 4, 2009 12:10 AM	0:12:00	1
<a href="#">Feb 3, 2009 5:49 PM</a>	Feb 3, 2009 5:49 PM	0:00:00	2
<a href="#">Feb 2, 2009 9:17 PM</a>	Feb 2, 2009 9:30 PM	0:13:00	1
<a href="#">Feb 2, 2009 7:26 PM</a>	Feb 2, 2009 7:26 PM	0:00:00	2
<a href="#">Jan 31, 2009 12:07 PM</a>	Jan 31, 2009 12:20 PM	0:13:00	1
<a href="#">Jan 30, 2009 6:22 PM</a>	Jan 30, 2009 6:40 PM	0:18:00	1
<a href="#">Jan 29, 2009 8:23 PM</a>	Jan 29, 2009 8:40 PM	0:17:00	1
<a href="#">Jan 26, 2009 9:15 PM</a>	Jan 26, 2009 9:30 PM	0:15:00	3

- Click the archive date that you wish to view, and its contents will be displayed.

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## Create private chat

D2L users have the ability to create a private chat in which they are able to select who is able to join the chatroom. This is particularly useful for groups because they have the ability meet in private.

To create a private chat:

- From **Chat List** window, select the **New Chat** button.




- A **New Chat** window will appear. Give the chat a **Title** and **Description** (if desired). Click **Create**.

 A screenshot of the 'New Chat' window. The title bar says 'New Chat'. Below the title bar, there are two buttons: 'Chat List' and 'New Chat'. Below the buttons, there is a form with the following fields:
 


- \* Title: [Text input field]
- Type: Personal Chat
- Description: [Text area with a pencil icon]

 At the bottom of the window, there are two buttons: 'Cancel' and 'Create'.


- Your new chat will appear in the **Chat List** under **Personal Chat**.

- To add participants to the chat click on the members icon  to the right of your chat name. You can choose to **Add Members**, which will allow you to choose members from your [classlist](#) or **Add Personal Contacts**.

By clicking on **Add Members**, the classlist for your course will appear. Each person's full name is listed. You can select members from the list by putting a check in the box to the left of the person's name and then click **Add**.

- Once all participants have been added, select the **Enter Chat** button to enter the chat.
- To edit your chatroom select the pencil icon  to the right of your chat. **The Chat Properties** window will

open allowing you to add/remove users or change the title or description of your chat.

- If you wish to delete your chatroom, you can do so by selecting the delete chat icon .

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