

Chat

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

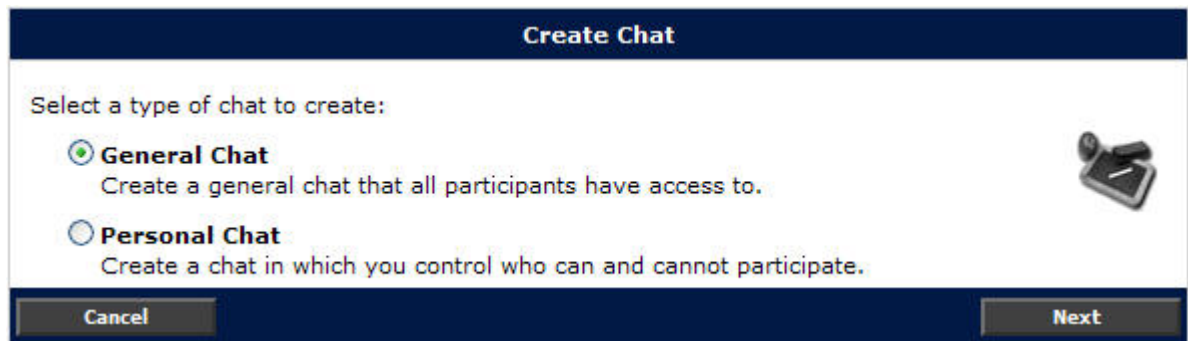


Use this tool to:

- Virtual office hours
- Small group discussions
- Role-play simulations
- Private discussion
- Team meetings
- Question and Answer sessions

Create a general chat

1. From the available chats window, select the **Create Chat** button located in the top right corner.
2. A create chat page will show up, select the General Chat option and click **Next**



3. Give your chatroom a title and a description. Click **Create** to continue.

Create General Chat

Chat Title:

Description:

Chat description here

Available General Chats:

- About You

Cancel
Create

4. Your chat room will now be created and listed under the Course Chats.

Available Chats Create Chat

| Course Chats | | |
|--|----------------------|---------|
| Chat Title | Current Participants | Options |
| <p>About You</p> <p>Please let us know who you are, where are you from and a little bit about you.</p> | (0) | |
| <p>Chat title here</p> <p>Chat description here</p> | (0) | |
| Personal Chats | | |
| Chat Title | | Options |
| <p>My Personal Chat</p> <p>Description of my personal chat</p> <p>Participants: AT5116 Training</p> | | |

Create private chat

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


1. From the available chats window, select the Create Chat button located in the top right corner.
2. A create chat page will show up, select the Personal Chat option and click Next. If you want this chat room to remain indefinitely, check **Persistent**. Click Create.

Create Chat

Select a type of chat to create:

General Chat
Create a general chat that all participants have access to.

Personal Chat
Create a chat in which you control who can and cannot participate.



1. Title your chatroom and give it a description. Click to continue.

Create Personal Chat

Chat Title:

Persistent (means chat will not expire)

Description:

2. Add participants in which you want to join the chatroom by selecting the add button. You can either type in the username of someone you know, or choose classmates from your class. Click [Add](#) to add these users to your chatroom.

Chat Details

Chat Title:

Persistent (means chat will not expire)

Description:

Participant List

Current Participants: Remove]

Training, ATS116 (cannot be removed)

https://elearn.etsu.edu/d2l/tools/chat/createCh

Add Chat Participant(s)

Add Someone You Know:



Enter the username of the friend you want to add:

Add Classmate(s)

Choose a class to select friends from:








Select the friend(s) you want to add, and click **Add**.

Cancel Add

3. Once you have entered all the participants, select the ENTER CHAT button to enter the chat.
4. To edit your chatroom select the  edit icon located next to your personal chat under **options**. Here you will be able to add/remove users from your chatroom as well as changing the title and description of the chat.
5. If you wish to delete your chatroom, you can do so by selecting the  delete chat button.

Enter Chat

1. Select the Chat link in the navigation bar.
2. A list of available chats will be displayed. Click the name of the chat room you would like to join.

| Available Chats | | | Create Chat |
|---|---|---|-------------|
| Course Chats | | | |
| Chat Title | Current Participants | Options | |
| About You Please let us know who you are, where are you from and a little bit about you. | (0) |    | |
| Chat title here Chat description here | (0) |   | |
| Personal Chats | | | |
| Chat Title | Options | | |
| My Personal Chat Description of my personal chat |   | | |
| Participants: AT5116 Training | | | |

3. You will be taken to the chatroom. You will be able to see all the participants that are currently in the chatroom. They will be listed on the left hand side of the page. All chatroom text will be listed in the large box under the word *chat*.

Enter text in Chat

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



A horizontal text input field with a light blue border. To the right of the input field is a dark grey button with the word "Add" in white text.

2. Once you are satisfied with your message, select the ADD button.


Exit chatroom

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

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:

1. Select the  archive button next to the chatroom you wish to read.
2. A list of all available archives will be shown and the newest archives will be listed first.

| Chat Archive | |
|--|--|
| Chat Title: About You | |
| Description: | Please let us know who you are, where are you from and a little bit about you. |
| Active Sessions | |
| Jun 5, 2007 9:22:00 AM | |
| | Start Date: Jun 5, 2007 9:22:49 AM |
| | End Date: Jun 5, 2007 9:22:56 AM |

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

| Chat Session Archive |
|---|
| Chat Information |
| Chat Title: Chat title here |
| Description: Chat description here |
| Session Information |
| Session Title: 6/6/2007 11:39:08 AM |
| Start Date: 6/6/2007 11:15:00 AM |
| End Date: 6/6/2007 11:39:08 AM |
| Session Text |
| The text is shown in the order that it was entered, so the oldest text is at the top and the newest text is at the bottom. |
| AT5116 Training <i>enters chat</i> AT5116 Training <i>enters chat</i> AT5116 Training: hello AT5116 Training: My name is Instructor AT5116 Training: Welcome to my chat AT5116 Training <i>exits the chat.</i> AT5116 Training <i>exits the chat.</i> |