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).

3. Within Chat, 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.**

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.

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.