Topic: Chat

The Chat tool allows students and instructors to interact with each other in real time on D2L Brightspace.

From the dropdown list under Communication, click Chat.

There are two types of Chats:

- **Personal**: Making a chat personal allows you to add or remove users from its members list.
  - Can be created by students and instructors.
- **General**: Making a chat general allows all users enrolled in the course to participate.
  - Can be created by instructors only.

Creating Chats

Click New Chat under the Chat List.
Once you have created the new chat, it will appear in the **Chat List**.

The **Chat List** will break up the chats according to **Personal** or **General**.

**Adding Members to a Personal Chat**

Members cannot be added to a General chat, only a Personal Chat. Students will add themselves to a General Chat. To add members to a Personal Chat, you click the arrow next to the name of the chat you want to work with.

Click **View Members**.
Once you have clicked **View Members**, a new window will pop up where you will select **Add Members** at the top of the screen.

A list of those enrolled in the course will then appear in a new window. You will checkmark those you would like to add. Finish by clicking the **Add** button at the bottom of the window.

**Participating in a Chat**

To participate in a chat, you must click on the chat you wish to enter.

The name of the chat will be highlighted in blue in the **Chat List**.

While in the **Chat**, you will be able to type your message in the text box at the bottom of the screen.

Click **Send** when you are done typing the message.

Then click **Exit Chat**.
For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.