Topic: Managing Chat Sessions

To View Chat Sessions:

- Login to D2L Brightspace, go to your course
- Click on COMMUNICATION
- Click on Chat
- Click the drop-down arrow next to the chat room.
- Click View Sessions.

- Click the Session you would like to view.
To Print a Chat Session:

- View the Chat Session.
- Click Print.

To Delete Chat Session:

- Click the dropdown arrow next to the Chat Session you want to delete.
- Click Delete.
- Click Delete again confirming the questions, “Are you sure you want to continue?”

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.