## KODIAK QUICK GUIDE - Chat

## Overview

Chats enable students and instructors to interact with each other in real time. You can create chats for the entire class or only for specific students. All chat sessions are archived so you and your students can review them later

1. Click the name of the Chat you want to enter (Figure 3). The Chat session will open, and a list of everyone who is logged in to it will appear on the left side of the page.

2. Enter text for your messages in the text box at the bottom of the page.

3. Click Send, or press enter/return on your keyboard. Your

section above the text box.

4. Click Exit when you want to leave the Chat session.

Kodiak automatically archives Chat sessions. Archived chats are viewable for future reference or grading purposes. Once all members leave a Chat, the session is considered completed, and the Chat session is saved.

- 1. Click Chat on the Course Navbar. page will open.
- 2. Click the drop-down arrow next to the title the Chat you want to view, and click View Sessions (Figure 4).
- 3. Click the date and time of the chat session you want to view. A transcript of the Chat session will be displayed.

If a Chat becomes obsolete, you have the ability to delete it, although this will also delete any archives associated with it. This option is available only to the creator of the Chat.

- 1. Click the checkbox next to the chat you want to delete.
- 2. Click Delete (Figure 5). A confirmation dialog box will

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