

Instructor

Chat Overview

In this video you will learn how to access and participate in Chat. The Chat tool in Canvas allows students and teachers to interact in real time. Chat is an added feature in Canvas that must be enabled by a Canvas administrator.

To begin, click the Chat link in course navigation. If you don't see the Chat link, Chat may not be enabled at your institution.

You can view a list of online course members who are available to chat by clicking the online drop-down menu. To receive notifications about new chat messages, toggle the Notifications button. This option lets you know about a new chat message when you are viewing another tab in the browser.

At the bottom of the Chat window, enter your message. Press the Return or Enter key on your keyboard, or click the Send button. Keep in mind that any messages sent within Chat are visible to everyone in the course.

Messages sent by course instructors include an Instructor label to help students quickly identify an instructor response. Messages also include the user's profile picture and name, and a timestamp showing when their message was sent.

You can include emojis in your messages by clicking the emoji icon, selecting an emoji, and clicking the send button, or pressing the Return or Enter key on your keyboard. Note that URLs will become clickable links in Chat.

Instructors and admins can delete any messages in the chat. However, students cannot delete chat messages.

To view the chat history, scroll up. Remember, Chat history is available to all course users. So, if you want to have a one-on-one conversation with a student, consider sending a private message via conversations or setting up a conference.

You've now completed this tutorial video on Chat. For additional information on this or any other topic about Canvas, please visit guides.canvaslms.com. You can also ask questions and engage with other Canvas users by visiting community.canvaslms.com.