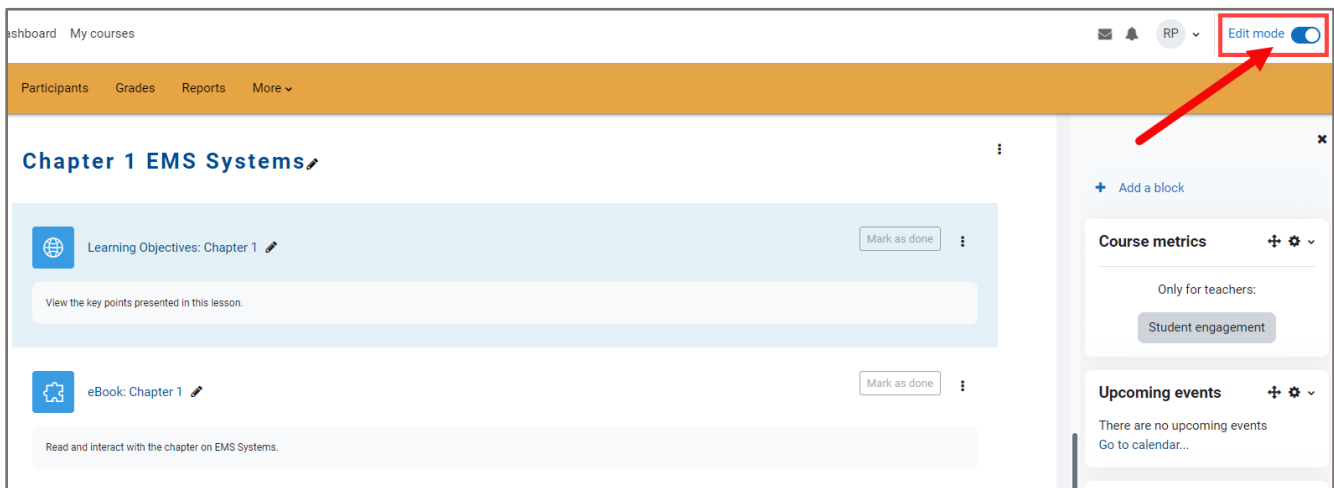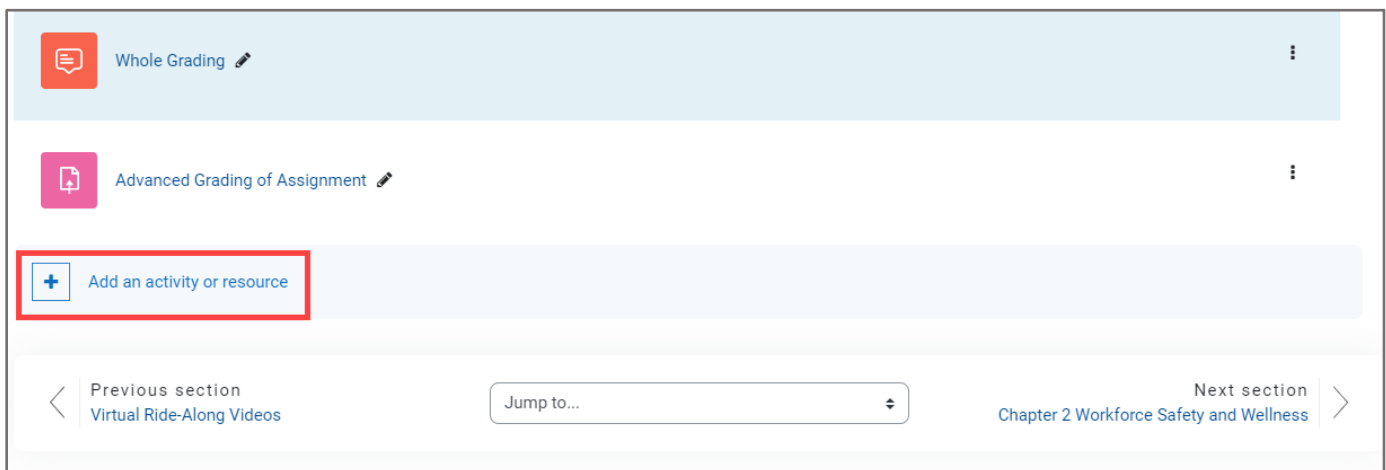# How to Set Up a Live Course Chat

*This document outlines steps for creating an online chat room for participants within your Navigate course. The chat feature may be used to facilitate real-time conversation for all course participants within a central chat module under a topic chosen by the instructor.*

1. From the course homepage, navigate to the course section you wish to locate the live Chat activity. Then use the **Edit Mode** button at the top of the page to turn editing ON.
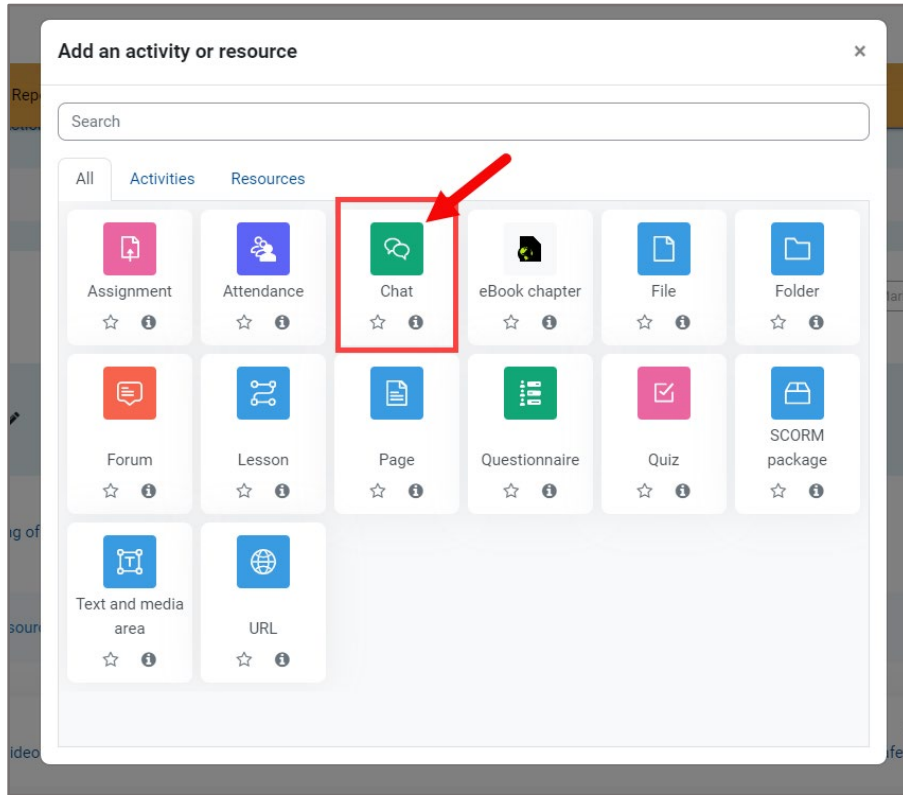


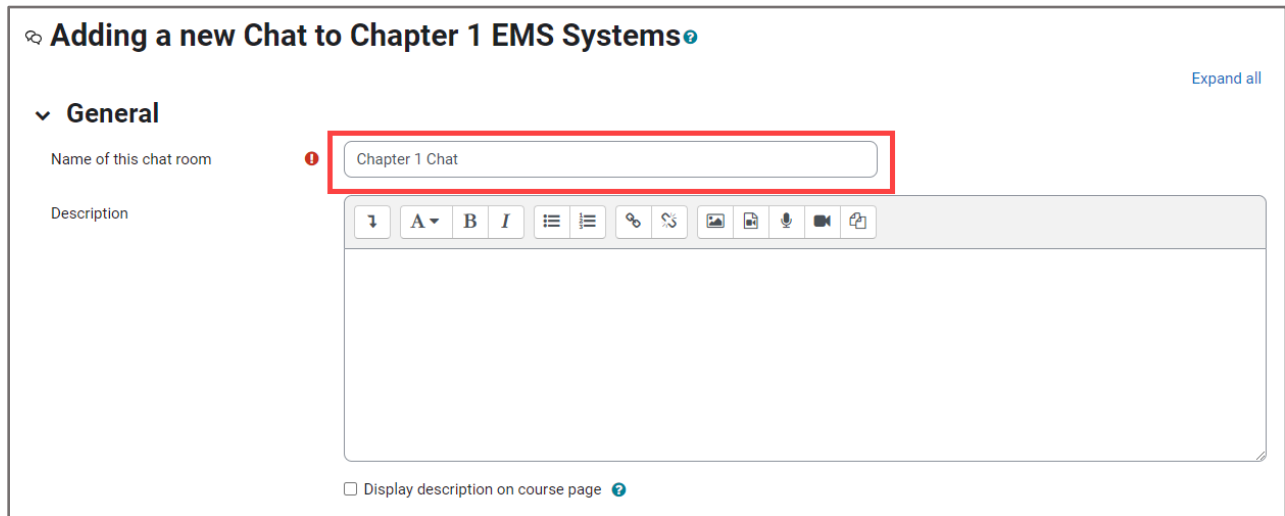2. Then scroll down the page and click the **Add activity or resource** option below the page contents.

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3. From the resulting popup window, select the **Chat** option.



4. The resulting page displays all settings available to create and manage your new **Chat** activity. Start by entering a title for the Chat session in the **Name of this chat room** field.

5. Next, you may enter a description for the chat in the **Description** field, which may include the purpose of the discussion and your expectations for participation.



6. Under the **Chat sessions** setting section, you may use the **Next chat time** field to set the timing for when the chat activity should be accessed. Please note, setting a time will not prevent students from opening and participating in the chat thread before or after the designated time.

7.  The **Repeat/publish session times** menu below should be used to set how to communicate the discussion time to your students. It may also be used to create repeating chat sessions on a regular cadence of daily or weekly. If you choose a recurring approach, only the Chat time and date of the next upcoming session will populate to your class calendar on a continuous basis.



8.  Select a desired period of time for the **Save past sessions** menu if you wish to automatically remove a previous discussion from this chat room. If you want the chat room to retain all threads of participation, you may leave the default of **Never delete messages.**

9. When satisfied with your selections, scroll to the bottom of the page and click the **Save and return to course** or **Save and display** buttons**.**



10. Chat activities may be launched and participated in at any time by you and your students (unless it is subsequently hidden or restricted from students). There is no limit to how many separate Chat threads you may create within your course.