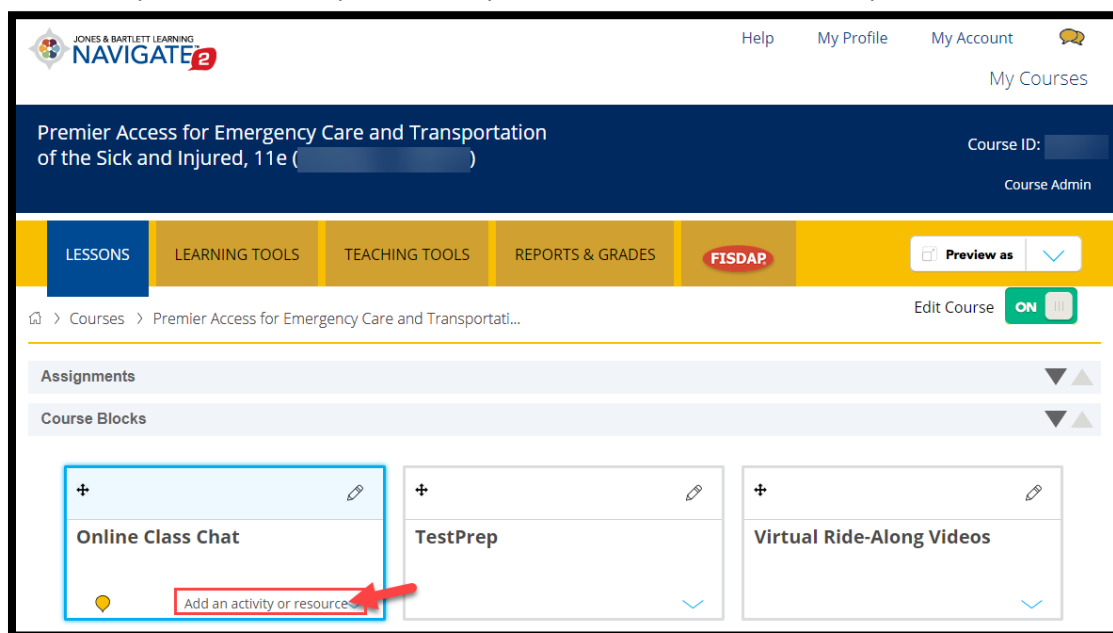


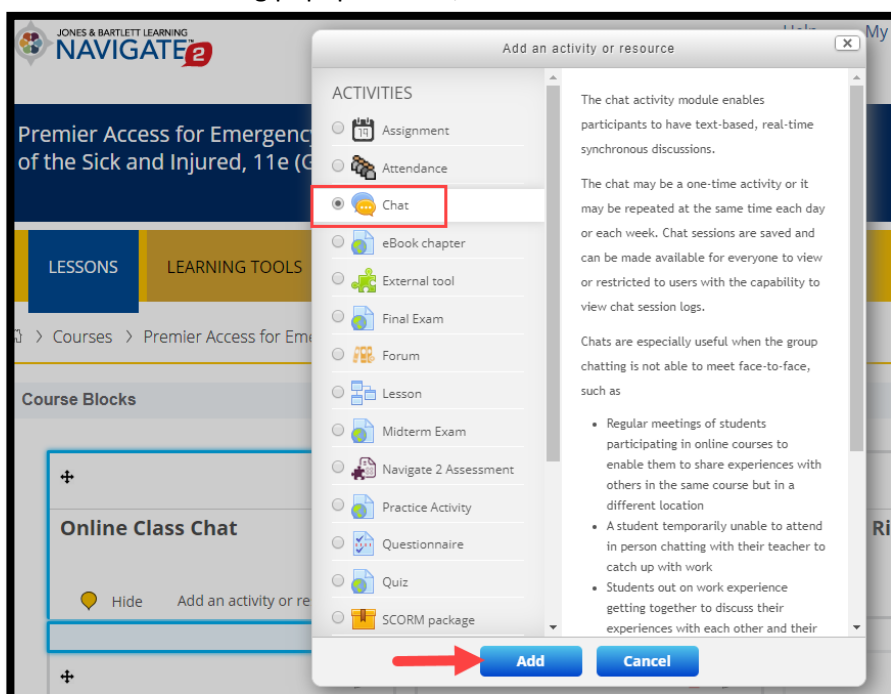
## How to setup a live chat session within Navigate 2

This document outlines steps for creating an online chat room for participants within your Navigate 2 course. The chat feature may be used to enable real-time correspondence of all course participants within a central chat module under a topic chosen by the instructor.

1. From the **Lessons** tab, ensure you have **Course editing** mode turned **On**. Next, hover your mouse pointer over the chapter or course topic in which you want to add the **Chat** activity and then click **Add activity or resource**.





2. From the resulting popup window, select the dial to the left of the **Chat** option and click the **Add** button.





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3. The next page displays all settings available to manage your new **Chat** activity. All fields labeled with an asterisk (\*) are required to successfully save and activate the chat room. These include **name** and **description**.

Adding a new Chat to Online Class Chat 


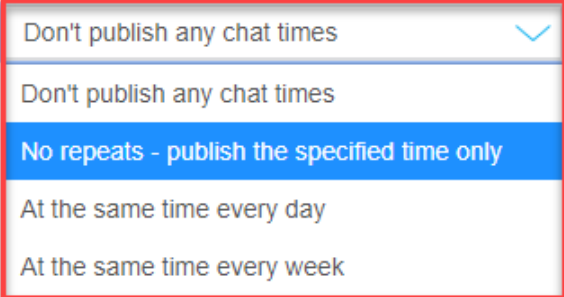
\* Name of this chat room  

\* Description    
This chat is to be used for an open discussion on the pathogens case study (linked here) which was covered in class on 4/23.


4. Scrolling down this page, you may use the **Next chat time** field to set the time and date for when the next chat session in the course should opened and used. Please note, this will add the chat to a student's **Upcoming events** and course **Calendar**, however it will not prevent them from opening and participating in the chat thread before or after the designated time.

Next chat time      

5. If you would like to program the chat room as a recurring instance, use the **Repeat/publish session times** field to select the desired cadence.

 Repeat/publish session times 

Save past sessions

Everyone can view past sessions 


Don't publish any chat times

Don't publish any chat times

**No repeats - publish the specified time only**

At the same time every day

At the same time every week

6. Continue by adjusting any additional settings you wish to apply, clicking the corresponding **Question Mark** bubble  to better understand the options where necessary before making changes.
7. 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.

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Access restrictions

Student  match the following match  of the following

 Add a row



There are required fields in this form marked . \*

8. 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 can create within an individual course.

