

Using Canvas Chat

The Canvas Chat feature offers a quick, easy way for your students to contact you. This guide offers some suggestions for ways to effectively utilize this feature and the technical steps for using the tool.

Getting Started

The first step to using Canvas Chat in your course is to make sure that the Chat tab is enabled in your course. If it is enabled, you should see it in the left-hand menu.

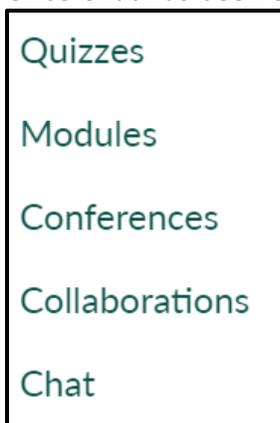
If your Canvas Chat feature is not enabled, you can enable it for student view by navigating to your **Settings** and then selecting **Navigation**.



Be sure the Chat option is moved into the top (Visible to students) section and not in the bottom (Not visible to students) section.

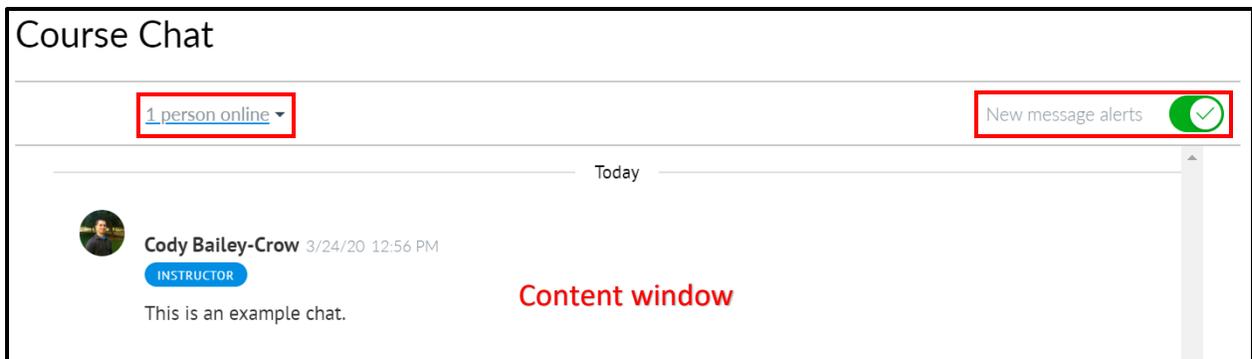
Using Chat as an Instructor

Once Chat has been enabled in your course, select Chat from the left-hand menu.



When you open the Chat page, you immediately join the chat. Chat discussion appears in the content window.





To receive audio alerts for new chat messages, click the **New message alerts** button. You will receive audio alerts if Chat is open in Canvas but is not the active browser window. You will not receive alerts if you leave Chat to view another area in Canvas.

Chat displays the number of users who are in the chat. To view a list of these users, hover your cursor over the number.

Send Message

To send a chat message, enter your message in the chat window. To add an emoji to your message, click the **Emoji** icon. Then click the **Send** button.



Delete Message

You can delete messages in the chat from any user. To delete a chat message, hover your cursor over the message and click the **Delete** icon.

Note: Deleting messages is permanent. You cannot restore a deleted message.



View Chat History

Message history for each course is included in the chat. Chat history can be accessed indefinitely by loading more results and scrolling through previous course chats.

You can also access Chat history with the **Load more results** button. This button is hidden by default and can be viewed by simultaneously pressing the Shift and Tab keys (Option and Tab in Safari) on your keyboard until the button appears and is selected.

Additional Resources

1. [Canvas Instructor Guide - Chat](#)
2. [Canvas Student Guide - Chat](#)

