

Manage chat settings for the New Room in Canvas

Last Modified on 02/25/2025 2:04 pm IST

 This article is designated for faculty members.

About

This article explains how to manage chat settings and configurations for a session in your LMS. Learn how to access the Chat tab, assign chat moderators (in addition to room moderators!), and enable or disable features like Q&A and group chat for your sessions.



The Chat tab and its configurations are managed through the [Chat and Collaboration module](#).

Access the chat settings

Access the [edit media page](#) for the desired meeting entry.

Optimizing Content Distribution



Basic Info

Creator: Louise Smith
Owner: [Louise Smith](#)
Media Entry ID: 1_8u423gv9
Media Type: Meeting
Publish Status: Published
Creation date:
January 30, 2025 6:24 PM Asia/Jerusalem
Update date:
January 30, 2025 6:25 PM Asia/Jerusalem
Event date: Thursday, January 30, 2025
Event time: 5:30 PM to 6:30 PM IST

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments Chat

Name: (Required)

Description: **Black** **Bold** *Italic* Underline      

Join us for an insightful discussion on the latest trends and strategies in digital publishing. We'll explore best practices for content distribution, audience engagement, and monetization in an increasingly digital landscape. Whether you're a content creator, publisher, or media strategist, this session will provide actionable insights to help you stay ahead in the evolving digital ecosystem.

Click the **Chat** tab.

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments **Chat**

Name: (Required)

Description: **Black** ▼ **Bold** *Italic* Underline [List 1] [List 2] [List 3] [List 4] [Link] [Image]

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The Chat settings display.

Details Languages Publish Options Collaboration Thumbnails Presenters Attachments **Chat**

Chat moderators
Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.

▼

Enable Q&A
Enable 1:1 chat with a moderator for users accessing this entry page.

▼

Group Chat
Enable the group chat for users that browse within the entry page.

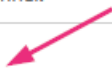
▼

Configure the chat settings


Add chat moderators

In the **Chat Moderators** field, start typing the names of the users you want to assign as moderators. Matching users will appear in the drop-down menu for you to select.


Chat moderators
Select users that are allowed to moderate the chat, reply to QnA, launch polls and interactions, and have access to the backchannel.

Type user name 

Enable Q&A
Enable 1:1 chat with a moderator for users accessing this entry page.

According to site default 

Group Chat
Enable the group chat for users that browse within the entry page.


According to site default 

Save to automatically apply chat moderator permissions for future sessions.

Enable Q&A


Choose from the drop-down options whether to enable the site default, to turn off the Q&A feature for this session, or turn it on.


Enable Q&A
Enable 1:1 chat with a moderator for users accessing this entry page.

According to site default 

Off

On

According to site default 





Group chat


Choose from the drop-down options whether to enable the site default, to turn off the group chat feature for this session, or turn it on.

Group Chat

Enable the group chat for users that browse within the entry page.

According to site default 

- Off
- On
- According to schedule
- According to site default 



When you've finished configuring everything, click **Save**.
