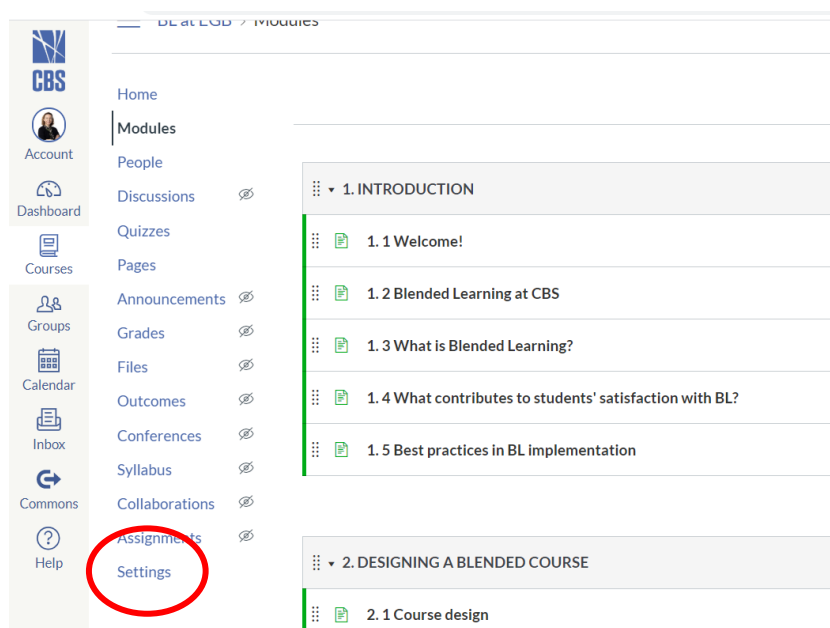
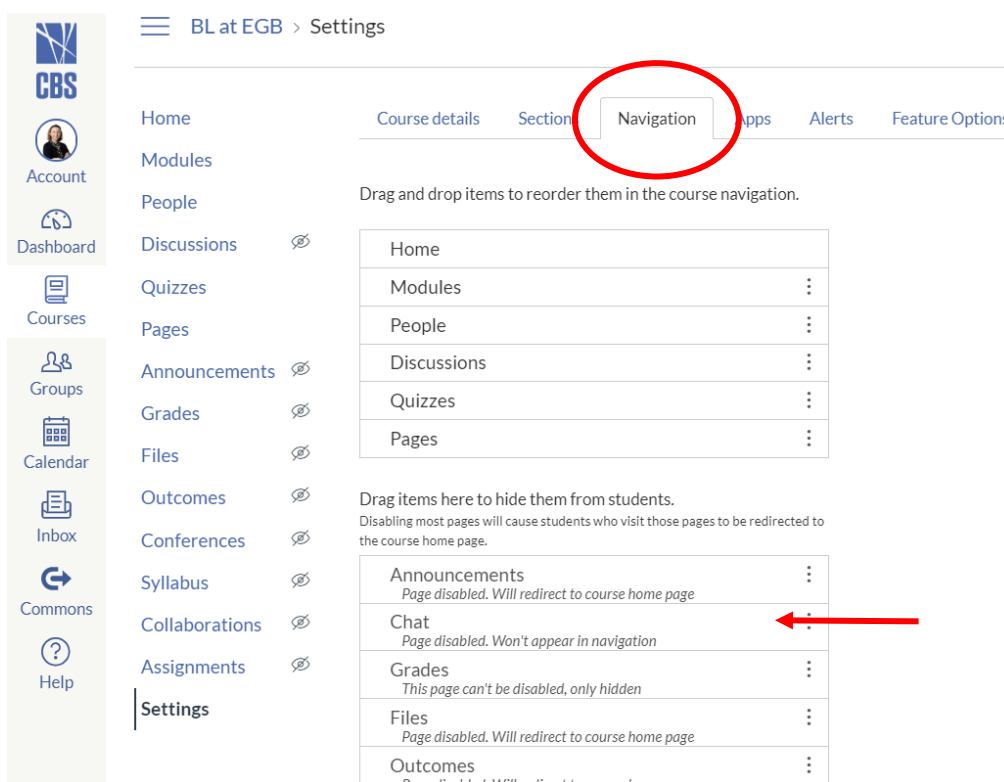


# MAKING THE CHAT OPTION VISIBLE ON YOUR CANVAS COURSE

**Step One:** Go to **SETTINGS** in the course menu.



**Step Two:** Go to **NAVIGATION** and look for **CHAT** on the list of items.



**Step Three:** Click on the CHAT menu and ENABLE. Then remember to SAVE the changes at the bottom of the page.

Course details Sections **Navigation** Apps Alerts Feature Options

Drag and drop items to reorder them in the course navigation.

Home	
Modules	⋮
People	⋮
Discussions	⋮
Quizzes	⋮
Pages	⋮

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Announcements	⋮
Chat	⋮
Grades	⋮
Files	⋮
Outcomes	⋮
Conferences	⋮
Syllabus	⋮

**+ Enable**  
⇅ Move

<https://cbscanvas.instructure.com/courses/6564/settings#>

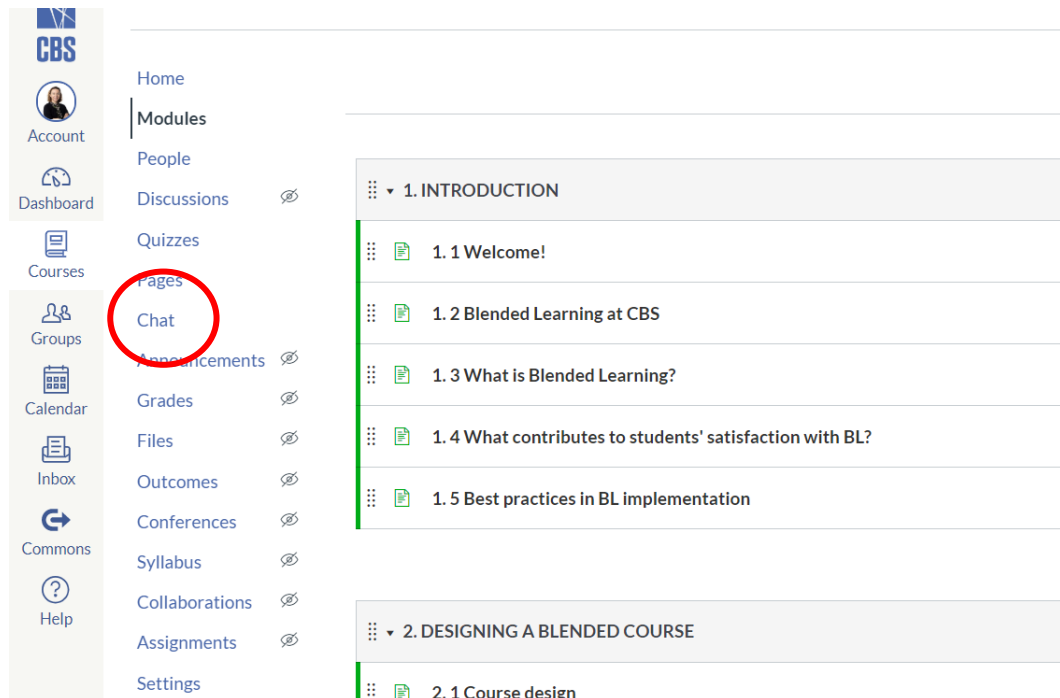
Account Settings

Grades	⋮
Files	⋮
Outcomes	⋮
Conferences	⋮
Syllabus	⋮
Panopto-videos	⋮
Pearson	⋮
MyLab and Mastering	⋮
Office 365	⋮
Course Evaluation	⋮
Collaborations	⋮
New Analytics	⋮
Class Notebook	⋮
Assignments	⋮
Peer Grade	⋮

**Save**

<https://cbscanvas.instructure.com/courses/6564/settings#>

**Step Four:** The CHAT option should now appear in your course menu and be ready for you to use.



The image shows a course menu interface. On the left is a vertical sidebar with icons and labels for various course features: CBS logo, Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, and Help. To the right of the sidebar is a main menu with the following items: Home, Modules, People, Discussions, Quizzes, Pages, Chat (circled in red), Announcements, Grades, Files, Outcomes, Conferences, Syllabus, Collaborations, Assignments, and Settings. Further to the right, a course content area is visible, showing two main sections: '1. INTRODUCTION' and '2. DESIGNING A BLENDED COURSE'. Under '1. INTRODUCTION', there are five sub-items: '1.1 Welcome!', '1.2 Blended Learning at CBS', '1.3 What is Blended Learning?', '1.4 What contributes to students' satisfaction with BL?', and '1.5 Best practices in BL implementation'. Under '2. DESIGNING A BLENDED COURSE', there is one sub-item: '2.1 Course design'.