

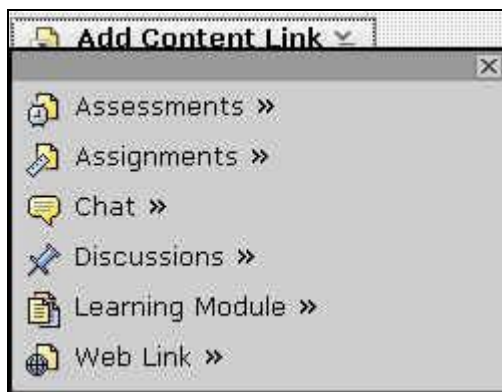
Creating Links to Rooms

You can easily add a link to a chat or whiteboard room to any **Folder** or **Learning Module** from either the:

- **Folder** or **Learning Module**
- **Chat** tool.

From a Folder or Content Module

1. Click the **Build** tab, and navigate to the **Folder** or **Learning Module** where you want to add a link.
2. Click **Add Content Link**.
3. Select **Chat** from the menu.



4. From the expanded menu select the room. You can select more than one item if you click **CTRL+click** (**CMD+click** on a Mac) each item.

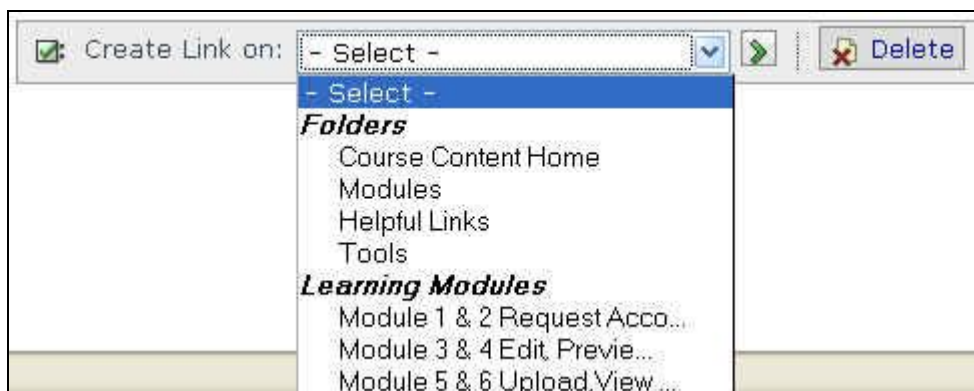
*Note: If you need to create a new room that is not in the list, click **Create Chat Whiteboard Room**. You can then follow the steps in the previous section of this document, titled 'Creating Chat or Whiteboard Rooms'.*


5. Click **Add Selected**.



From the Chat Tool

1. Click the **Build** tab, and then the **Chat** button or icon.
2. From the main **Chat** page, select the check box next to a room. You can mark more than one room.
3. Select a folder or learning module from the **Create Link on** list.



4. Click **Go**  next to the list. A message at the top of the page confirms the rooms that were added to that **Folder** or **Learning Module**.

Deleting Rooms

1. Click the **Teach** tab, and then the **Chat** button or icon from the **Course Tools** menu.
2. From the main **Chat** page, click the **ActionLinks** button next to the name of the room to remove, and then select **Delete**.
3. When the warning message appears, click **OK** to delete the room.