**Chat Center | Student**

**Purpose:**
You can now communicate with your teachers and with teacher-created groups in the *Chat Center*. The Chat Center can be found on each page of CTLS, and as a button at the bottom of the left navigation.

**Navigation**
After logging on to CTLS, on the bottom right of the screen, click the green speech bubble to open the *Chat Center*.

You can also get to My Chats from the bottom button of the left navigation.
Add Contacts
    After clicking *Add Contact* you have the option to search for, and select teachers connected to one of your digital classrooms.

Leave Group and Remove Contacts
    To leave a group click the arrow icon in the My Chats window.
    To remove a contact, click the red icon next to their name.
Chat window and notification

After opening the chat window for a group or teacher, you can send messages. Messages stay in the chat feed and are not deleted when the window is closed. If a teacher is not online, chats will appear the next time they open the window.

When there is a new chat available, a white dot will appear next to the name of the teacher or group for the chat as shown below: