

How to create a Custom Professor Chat Room on CircleIn

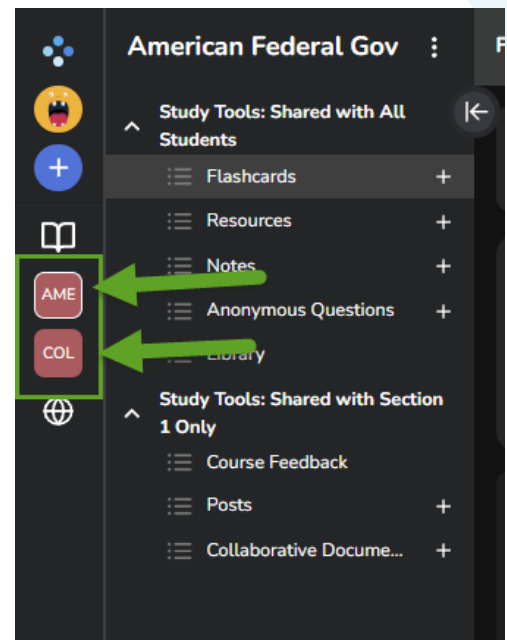
About CircleIn Class chats

By default students have access to a chat room which includes all students in their class section. This “my classmates” chatroom is designed for students to be able to work together without the professor observing. Some professors would like the ability to participate in a chat with their students. Beginning Spring 2025, professors will be able to create an additional chat room that includes all students and the professor. It will be important to name this room properly so students don’t get confused about which ones to use. Please note, the students will see the professor chatroom in a separate section so they know it is separate from their student only chats. Please make a point to explain to the students that you do not have access to the student chatroom and if they want to interact with you, they should do it exclusively in the chat room that you created.

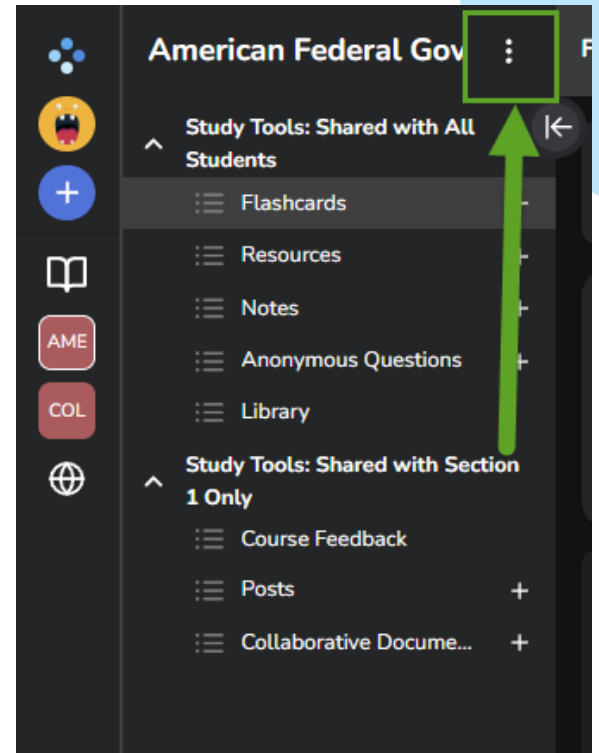
To create a “Professor Chatroom” with your Students (from inside a course).

1. Log into the [CircleIn Student App](#) –

Once logged in, Circle in will open your first course by default. If you're teaching more than one course title, please select the desired course icon in the far left hand navigation bar. The screen shot below shows an example. Click the correct course icon to open the course menu.

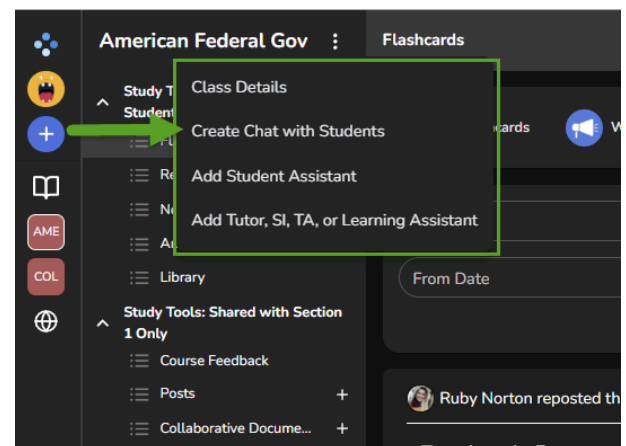


2. With the correct course selected, the course outline will appear on the second left hand navigation bar. The outline includes shortcuts to shared study tools created by your students. At the top right of the navigation bar is a kebab menu, the example to the right highlights the kebab menu (three dots in a vertical stack). Click this icon to open the course menu.

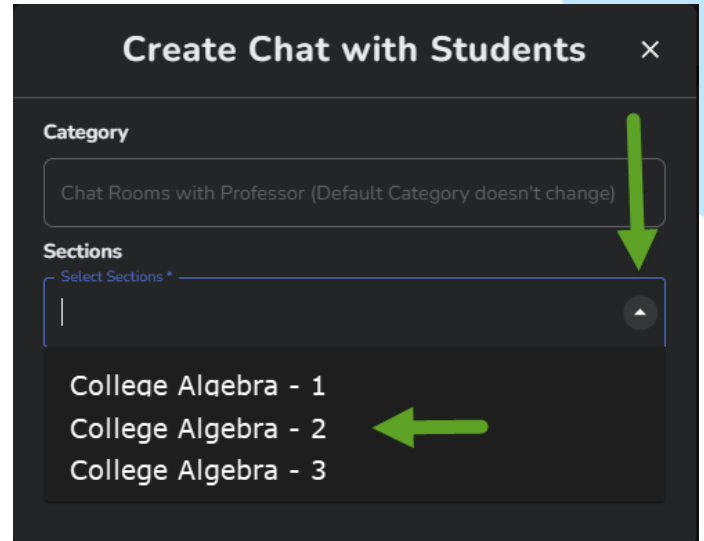


3. With the course menu open you should see the following options

- a. Class Details (this will show you activity metrics for your course)
- b. **Create Chat with Students**
Click this to open the create chat wizard.
- c. Add Student Assistant (if you would like to learn more about this [click here](#))
- d. Add Tutor, SI, TA or Learning Assistant (if you would like to learn more about this option [click here](#))



4. A “Create Chat with Students” wizard will open in a pop-up window. Please Click into the sections field and then select the appropriate section from the drop down menu. **Please note, you may select more than one section. Doing this will create a chatroom that combines multiple sections into one group chat with you.**



Create Chat with Students ✕

Category

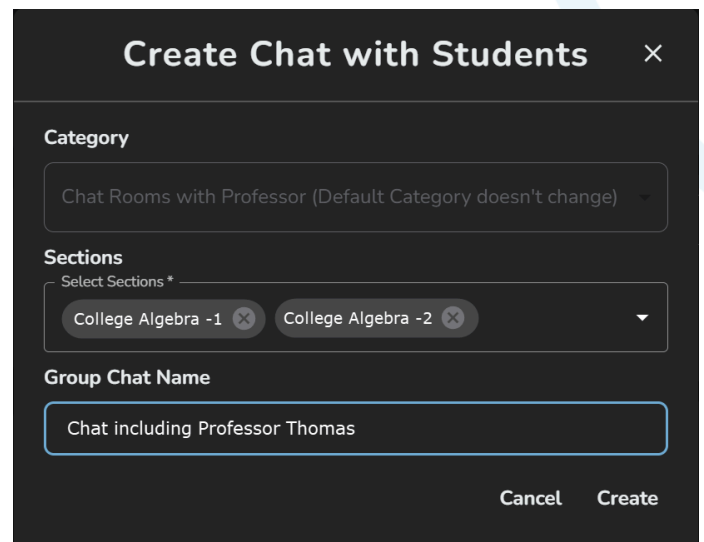
Chat Rooms with Professor (Default Category doesn't change)

Sections

Select Sections *

College Algebra - 1
College Algebra - 2
College Algebra - 3

5. Once you've selected the desired section(s). Please click into the Group Chat Name field and type a name for your chatroom. Please note, this cannot be edited or changed later. If you plan to have separate chats for each section, you may want to include the section number in the title so you can tell them apart in the final list of chatrooms. Click the create button at the bottom of the wizard.



Create Chat with Students ✕

Category

Chat Rooms with Professor (Default Category doesn't change)

Sections

Select Sections *

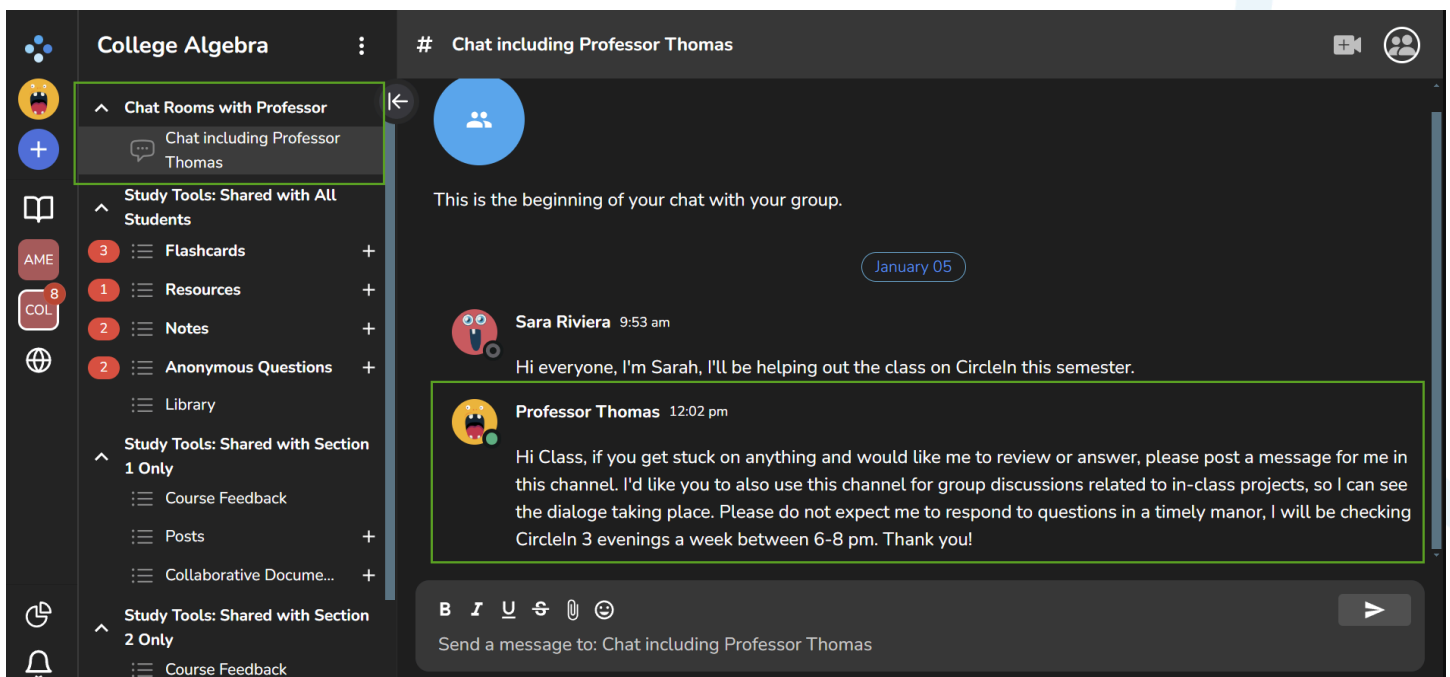
College Algebra -1 ✕ College Algebra -2 ✕

Group Chat Name

Chat including Professor Thomas

Cancel Create

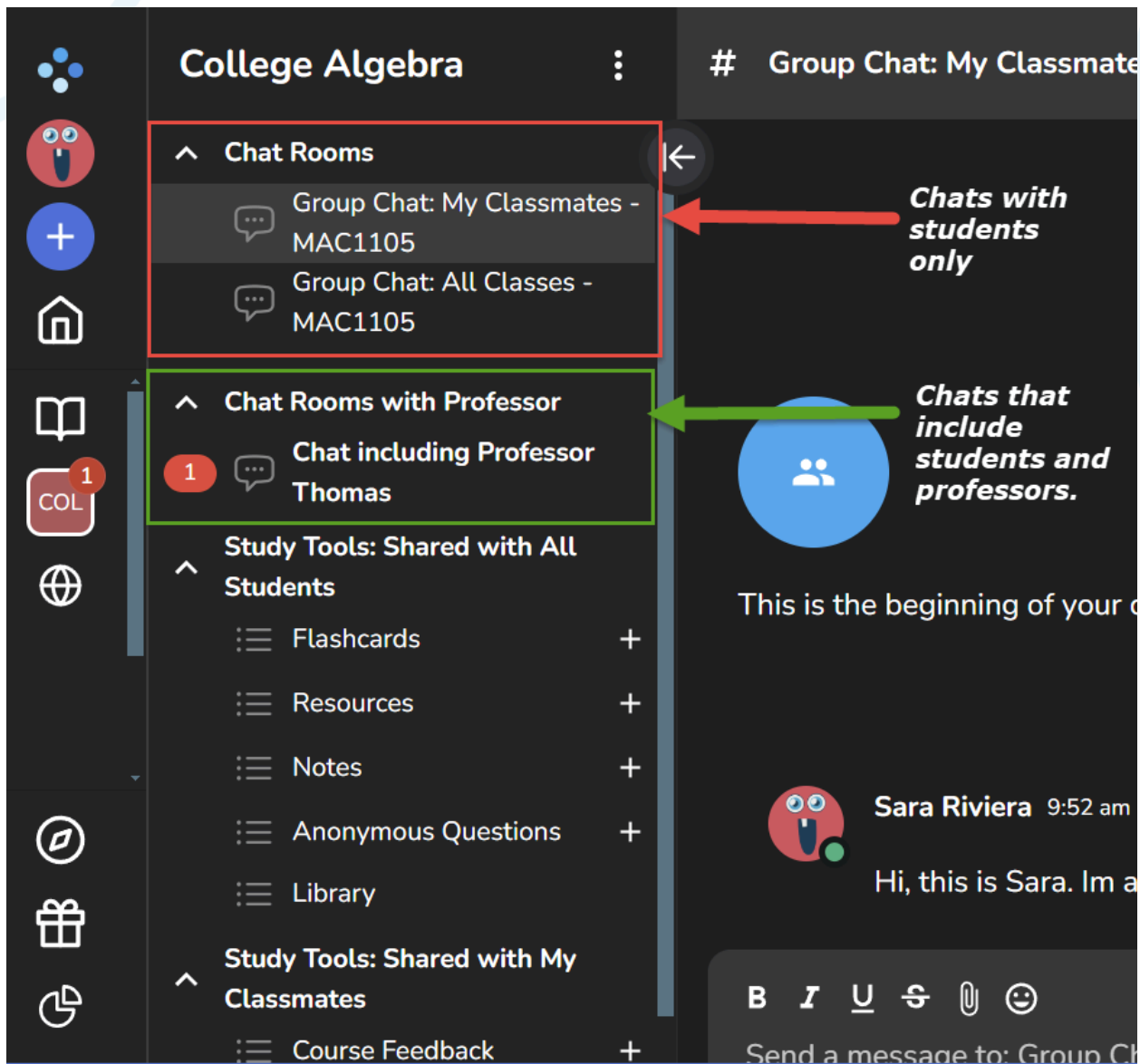
6. After completing step 5, your Professor Chat Room is now live and visible to students. The example below shows you where in the outline you can find your chatroom. Click on the chatroom to open it and then you may type in your first message to your students.
- Please note: You may also create more than one chat room if you would like students to use specific chat rooms for specific conversations.



7. In the example above, please note all chat rooms include a virtual study room feature. You could potentially hold virtual office hours using this feature. Simply post an announcement in this chat with specifics about the day and time that you will launch the virtual room. Then when you're ready click the video icon in the top right corner to open a virtual room. Students with the app will be notified via mobile notifications. If you would prefer to use Zoom or another video conferencing solution, you may also paste the html hyperlink to your meeting in the chat to remind students to join your virtual office hours.



8. The screenshot below is an example of what your students will see when they access CircleIn.



If you have any questions or would like to make an appointment to speak with one of our success coaches, please email us at success@circleinapp.com.

Additional Resources



CircleIn
study. together.

- [How to add a Student Assistant in CircleIn](#)
- [How to add a Tutor to a course in CircleIn](#)