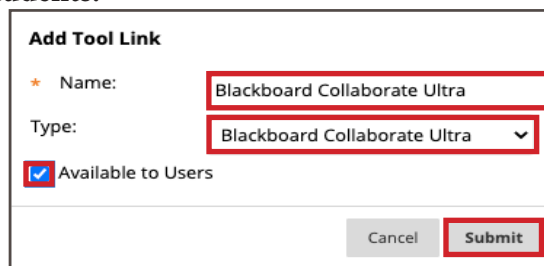


Blackboard Collaborate Virtual Office Hours

Creating Virtual Office Hours in Your Blackboard Shell

Create a link to Blackboard Collaborate on your Course menu

1. From the dropdown menu of the small + (plus sign) located above the blue menu in Blackboard, select **Tool Link**.
2. Type **Blackboard Collaborate Ultra** in the Name field.
3. Select **Blackboard Collaborate Ultra** from the dropdown menu.
4. Select **Make Available to Students**.
5. Click **Submit**.

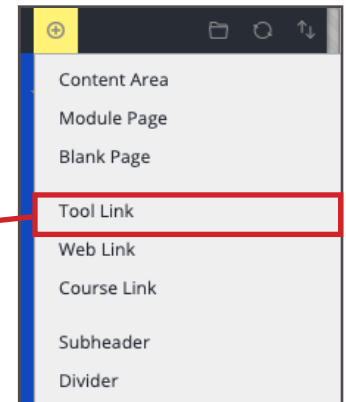


Add Tool Link

Name:

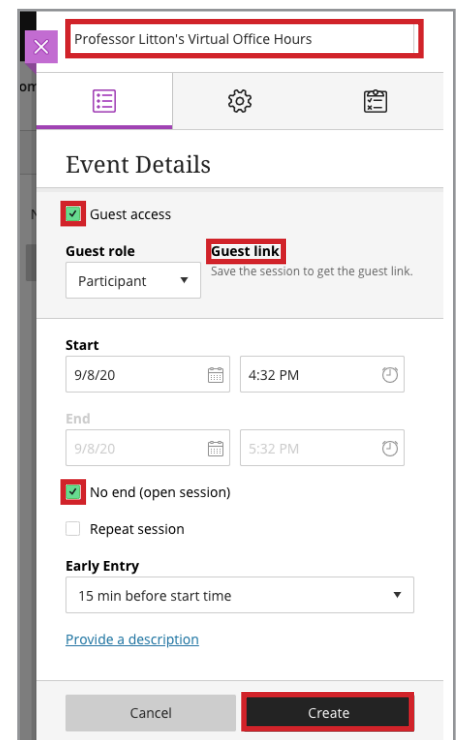
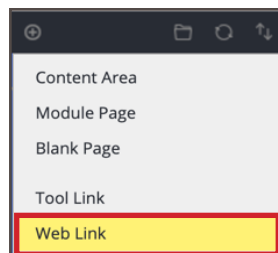
Type:

Available to Users



Find the Guest Link to Blackboard Collaborate to post “Open Office Hours in additional classes (or to invite a ‘Guest’ into your Collaborate session)”

1. First, select the **Blackboard Collaborate Ultra** link from the blue navigation menu bar in your course.
2. Click **Create Session**.
3. Enter session name: “[Professor/Dr.] [Last Name]’s Virtual Office Hours”.
4. Choose **guest access** and **no end (open session)**.
5. Click **Create**.
6. Copy the **Guest Link**.
7. The guest link to your Blackboard Collaborate room is now copied to your ‘clipboard’ and can be added to additional courses via adding a ‘Web Link’ to the menu via the + (plus sign) or to a Content page. Click on Build Content>Add a Web Link.



Professor Litton's Virtual Office Hours

Event Details

Guest access

Guest role: **Guest link** Save the session to get the guest link.

Start: 9/8/20 4:32 PM

End: 9/8/20 5:32 PM

No end (open session)

Repeat session

Early Entry: 15 min before start time

[Provide a description](#)

8. Students in the ‘original course’ can simply click on the Blackboard Collaborate link and ‘Join the Session’.

For additional assistance with Blackboard or Blackboard Collaborate Ultra, contact virtualclassroom@irsc.edu.