Instructor's Office Content Area

If you already have an Instructor's Office Content area where you post information about office hours, Instructor's office discussion board, or virtual office hours, you might want to add information about Blackboard Collaborate Ultra here or create a new content area on the menu on the left.

LEHMAN COLLEGE

## Online Meeting and Office Hours

Online Meeting

Instructor's Office

Post questions about course readings, assignments, and other activities here. Click on the link above, then "Create Thread" in the top left corner to post your questions.
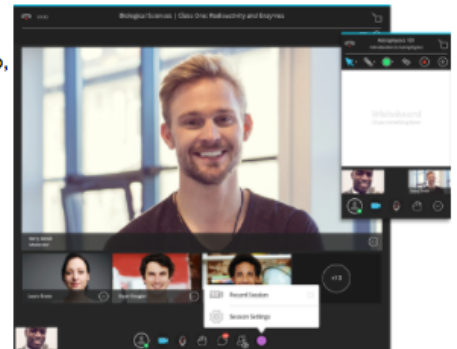
Online Meeting and Office Hours

This Collaborate Ultra session is created for the duration of this course and will serve for office hours. It is easy to use - just click on the link above and then choose "Course Room/Join Room" and we will meet there at the scheduled time. Use this toolbar to start audio, video or chat within Collaborate Ultra session.
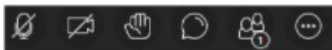
Office hours are important for your learning. Do not hesitate to contact me to schedule an appointment to meet online.

Choose a Blackboard Collaborate Ultra Link

Create a Blackboard Collaborate Ultra Link

Confirmation

1. You will see a confirmation at the top of the screen.
2. Scrool down to see the Blackboard Collaborate Ultra Link. To start your session you will need to click on this link, your students will also need to click on this link to join.

Course Room and More

1. The course room is an open Collaborate session dedicated to your course. This makes it easier for you to use Collaborate with the Ultra experience in your courses. It also provides you and your students a convenient launch point for classes or impromptu meetings. You can use the course room for weekly virtual hours or for synchronous class sessions.
2. If you want to allow your students to meet online for a group study or to work on a group project (without you having to initiate a session), you can create additional sessions.

Create Group Sessions for Students to Collaborate I

1. Give it a name.
2. Set the start date and time (e.g. the first day of classes).
3. Choose *No End (Open Session)* option.

Create Group Sessions for Students to Collaborate II

Make sure you change the default participant role to a *Moderator.* Moderators have full control over all content being shared. They can make any participant a presenter or a moderator. Moderators see hand raise notifications and can lower hands. They can remove participants from a session, but they cannot remove other moderators. Moderators can set the session settings, including deciding what participants can and can't do.