



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.

CUNY Blackboard | Olena Zhadko 30 | Edit Mode is: ON

Home | Help | Content Collection | Lehman College Library | ONLINE INFO | Blackboard Resources

Office Hours

Office Hours

Instructor's contact information: list office/room numbers, telephone numbers, and e-mail addresses

Instructor's availability:

- In-person courses: give office hours or explain the "open-door" policy
- Hybrid and Online courses: clarify the instructor's response time to questions (e.g., 24 hours). Provide information for virtual office hours.

Instructor's Office

Post questions about course readings, assignments, and other activities here.

Virtual Office Hours

Office hours are important for student learning. Traditionally office hours have taken place face-to-face and can be limited by conflicting instructor-student schedules and student participation.

Step 1: Choose a tool that best suits your needs. If you need support in choosing a tool, schedule an appointment with the Office of Online Education. They can offer tailored advice to suit any class type and size and will help to get you started. [Blackboard Collaborate](#) is CUNY's institutional tool for web-conferencing.

Step 2: Set a day and time you can be available online, e.g. Tuesday from 6:30-7:30 pm. Make sure to announce the time and instructions for connecting to the online platform in class and in writing on the syllabus.

Step 3: Connect with students!



Online Meeting and Office Hours

Online Meeting



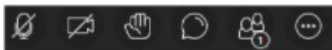
Instructor's Office

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.

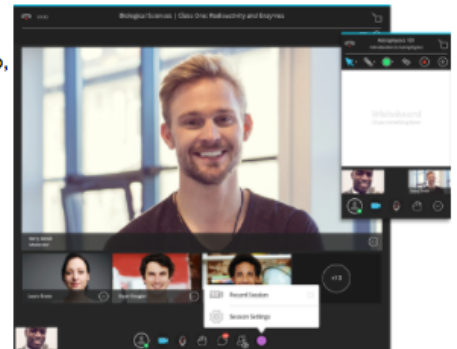


Online Meeting and Office Hours

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

The screenshot shows the Blackboard interface for a course titled 'Office Hours'. The top navigation bar includes links for Home, Help, Content Collection, Lehman College Library, ONLINE INFO, and Blackboard Resources. The left sidebar contains a 'Control Panel' with sections for 'Blackboard Basics', 'SANDBOX_Practice Course', 'Welcome', 'Syllabus', 'Office Hours', 'Week-by-Week', 'Assignments', 'Discussions', and 'COURSE MANAGEMENT'. The main content area is titled 'Office Hours' and contains sections for 'Instructor's contact information', 'Instructor's availability', 'Instructor's Office', and 'Virtual Office Hours'. The 'Tools' menu is open, showing a list of tools including Discussion Board, Blogs, Journals, Wikis, Groups, Tools Area, NJVID Media Player, Pearson's MyLab & Mastering (Content), Achievements, WileyPLUS, QBCC_PlayPosit, Blackboard Collaborate Ultra, Blackboard Help, Calendar, Contacts, Course Messages, Email, Glossary, My Grades, Online Bookstore, Pearson's MyLab & Mastering (Tools), Portfolios, Portfolios Homepage, Roster, Tasks, and WileyPLUS. The 'Blackboard Collaborate Ultra' option is highlighted with a red box and a red circle labeled '3'. The 'Tools' menu is also highlighted with a red box and a red circle labeled '1'. The 'More Tools' link at the bottom of the menu is highlighted with a red box and a red circle labeled '2'.

Office Hours

Build Content **Assessments** **Tools** **Partner Content** **Discover Content**

Office Hours

Instructor's contact information:

Instructor's availability:

- In-person courses: give office hours.
- Hybrid and Online courses: give office hours.

Instructor's Office

Post questions about course resources.

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Step 3: Connect with students!



Create a Blackboard Collaborate Ultra Link

Office Hours > Create Link: Blackboard Collaborate Ultra

Edit Mode is: **ON**

Create Link: Blackboard Collaborate Ultra

* Indicates a required field.

Cancel **Submit**

LINK INFORMATION

* Link Name 1

Color of Name Black

Link Tool: Blackboard Collaborate Ultra

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

2

Path: p Words: 12

OPTIONS

Available ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No



Confirmation

1. You will see a confirmation at the top of the screen.
2. Scroll 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.

Success: Link Blackboard Collaborate Ultra created. 1

Office Hours

Build Content ▾ **Assessments** ▾ **Tools** ▾ **Partner Content** ▾ **Discover Content** ↑↓

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Blackboard Collaborate Ultra 2

To join weekly virtual office hours, please click on the link above.



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.

The screenshot displays the Blackboard Collaborate Ultra interface. On the left is a navigation sidebar with links for 'Welcome', 'Syllabus', 'Office Hours', 'Week-by-Week', 'Assignments', 'Discussions', and 'Control Panel'. The main content area is titled 'Blackboard Collaborate Ultra' and 'Sessions'. It shows a list of sessions, with the 'Course Room' session highlighted by a red box and a circled '1'. Below this, a large gray box contains the message 'Looks like you don't have any upcoming sessions.' and a 'Create Session' button, which is highlighted by a red box and a circled '2'.



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.

Group 1 Session

☐ Guest Access

Event Details

Start

1/31/17 1:59 PM

End

1/31/17 2:59 PM

☒ No End (Open Session)

☐ Repeat Session

Early Entry

15 min before start time

[Add a description....](#)



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.

Session Settings

Default Participant Role

Moderator1

Recording

☐ Allow Recording Downloads

Moderator Permissions

☐ Show profile pictures for moderator only

Participants can:

☒ Share their audio

☒ Share their video

☒ Post chat messages

☒ Draw on whiteboard and files

Enable Session Telephony

☒ Allow users to join the session using a telephone

Delete

2Save