



From the kitchen of: Maree Michaud-Sacks



What's cooking: Virtual Office Hours

### INGREDIENTS

BlackBoard Collaborate Ultra

BlackBoard

Microphone & Webcam

### TIPS

\* Consider locking the Course Room so that students don't get confused and join the wrong session.

\* Leave the room open for students to practice entering and to try out features prior to use.

### METHOD

Prep:

1. Include information about Collaborate Ultra, as well as days/times that you will be holding office hours, in your syllabus.
2. Add information about Collaborate Ultra into your course, including instructions, preparation tips, and technical support.
3. Create a [Collaborate Ultra link in the Course Menu](#).
4. [Create a new session](#) in the Collaborate Ultra Tool named "Virtual Office Hours."
5. Make sure to allow participants to "Share Audio" and "Share Video" in the [Session Settings](#).

During the Session:

1. Communicate with your students using the [Chat](#), [Audio](#), [Video](#), and Raise Hand features.
2. Use the [Whiteboard](#), [File Sharing](#), and [Application sharing](#) to demonstrate or clarify concepts for your students.