You can create online office hours using Blackboard Collaborate Ultra within your Blackboard course by doing the following:

1. Go to the Main Menu on the left side of the course shell and under “Course Tools” select “Blackboard Collaborate Ultra”.
2. Click on the “Create Session” button.

3. Fill in all the required fields with your preferences such as the times you want your office hours.
4. Now that the Virtual Office Hours have been created, I recommend that you include a direct link to your virtual office hours on the main menu. Just click on the (+) at the very top of the menu and select “Tool Link”. 
5. Fill in the title you want to use such as “Virtual Office Hours” and under “Type” select “Blackboard Collaborate Ultra”.
6. Make sure to check mark the “Available to Users” option so that your students can see your new virtual office hours in their main menu.
7. Finally, hover over the title “Virtual Office Hours” and you’ll see the arrows pointing up and down. Click and drag your office hours menu items to your desired position in the menu.

This will allow your students to have quick access to your Virtual Office Hours link.