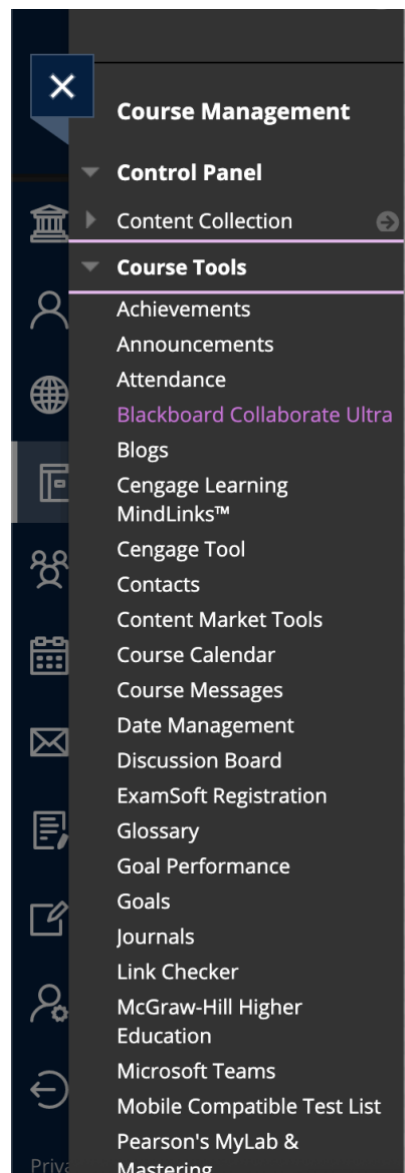




THE UNIVERSITY OF TEXAS AT EL PASO
CENTER FOR INSTRUCTIONAL DESIGN
EXTENDED UNIVERSITY

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

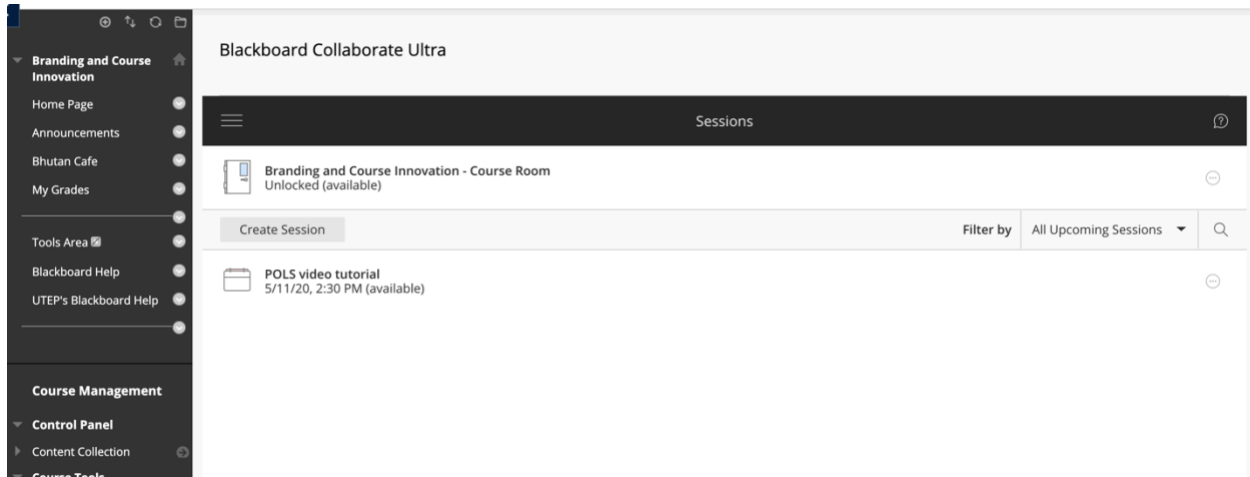
1. Go to the Main Menu on the left side of the course shell and under “**Course Tools**” select “**Blackboard Collaborate Ultra**”.



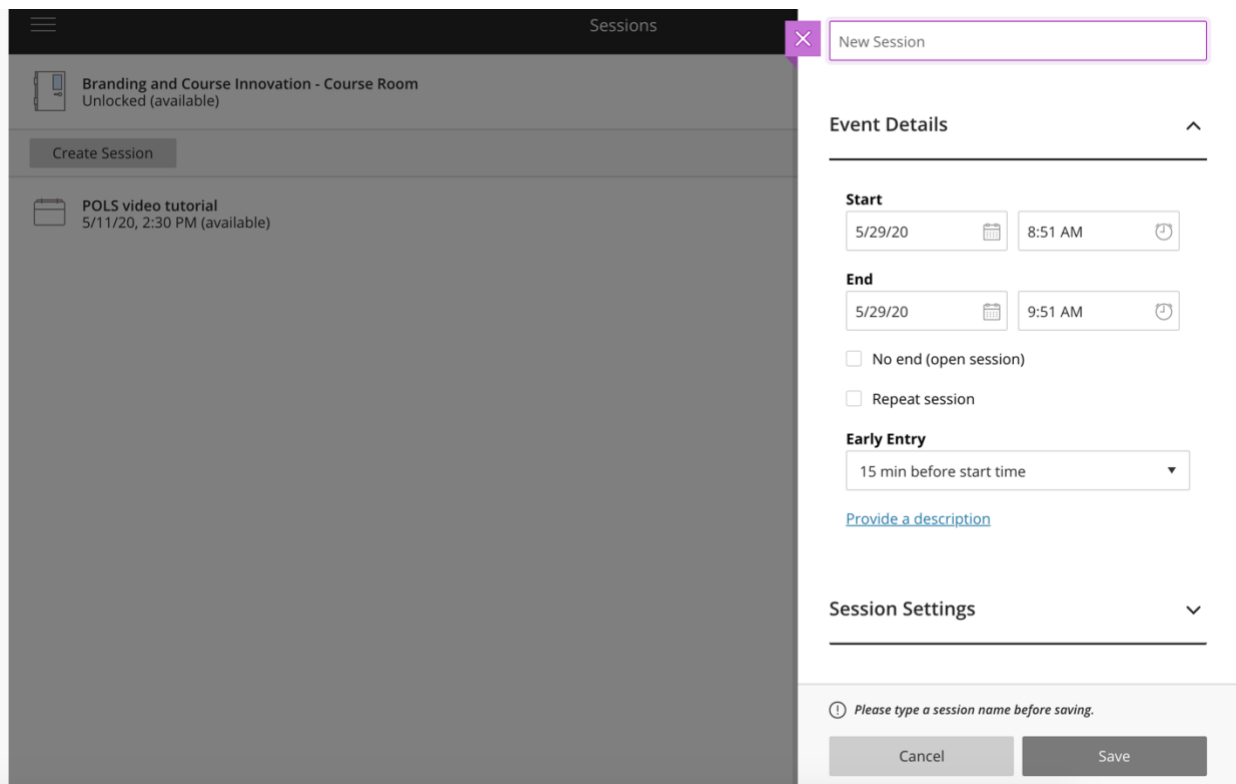


THE UNIVERSITY OF TEXAS AT EL PASO CENTER FOR INSTRUCTIONAL DESIGN EXTENDED UNIVERSITY

2. Click on the “**Create Session**” button.



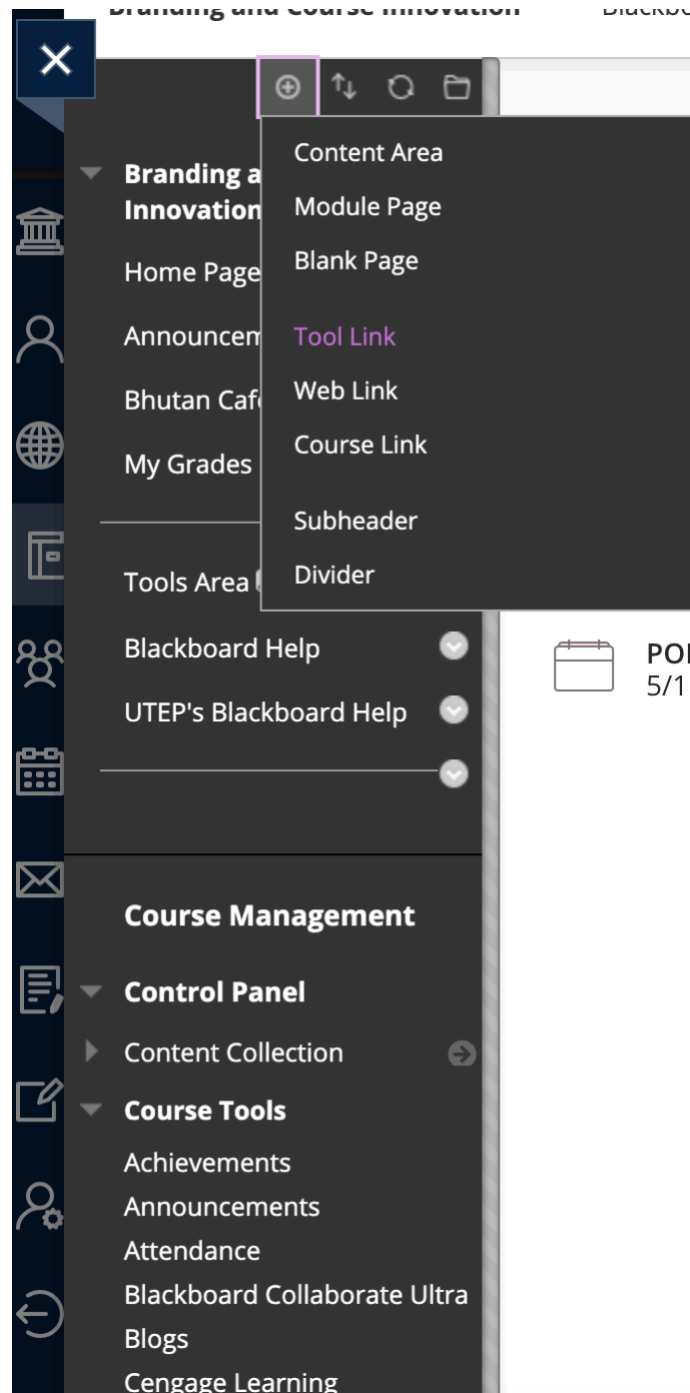
3. Fill in all the required fields with your preferences such as the times you want your office hours.





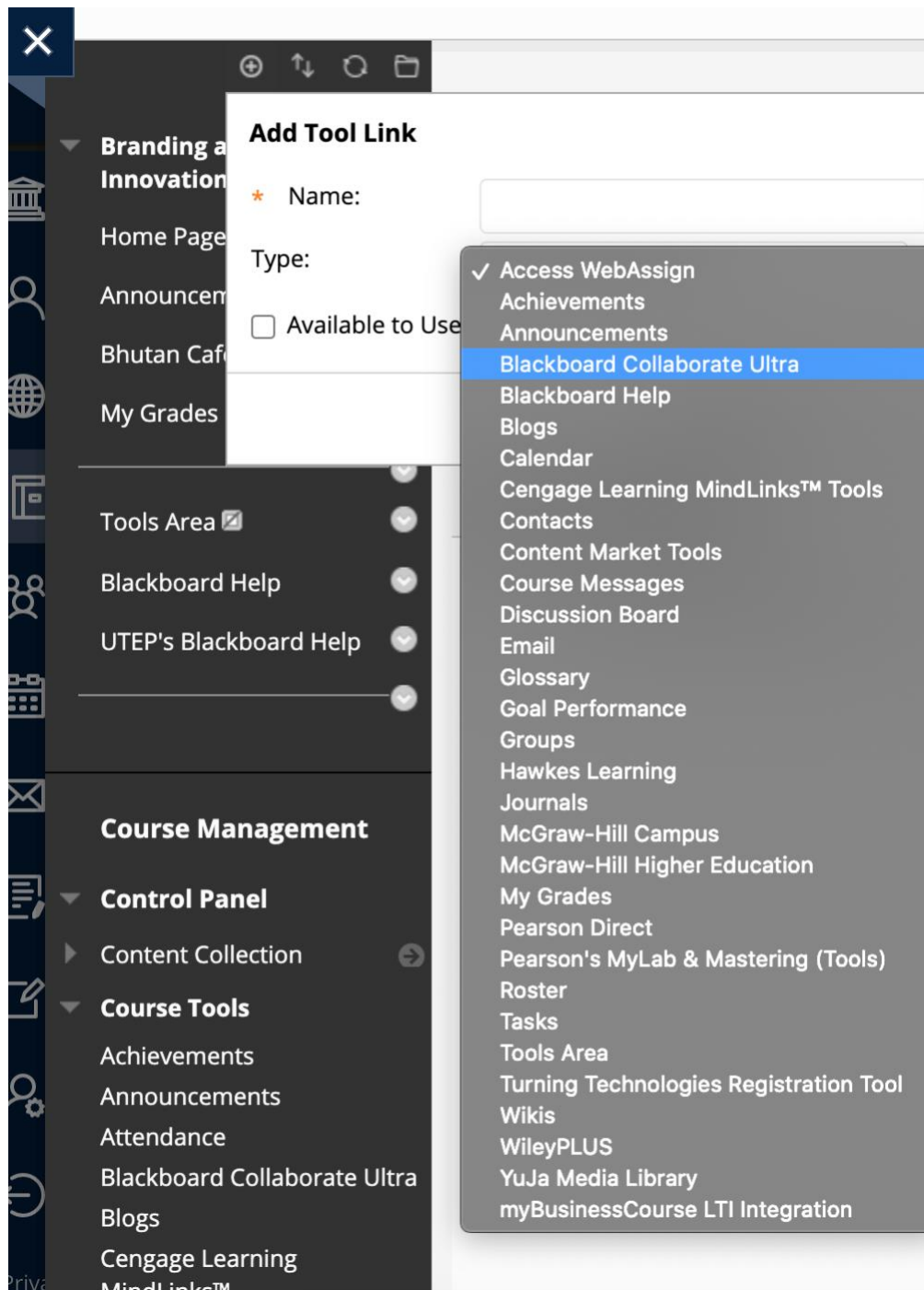
THE UNIVERSITY OF TEXAS AT EL PASO
CENTER FOR INSTRUCTIONAL DESIGN
EXTENDED UNIVERSITY

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.

The screenshot displays the Blackboard user interface. On the left is a dark navigation sidebar with icons and menu items. The main content area is light gray. A modal dialog box titled "Add Tool Link" is open, featuring a form with the following fields: "Name:" with the text "Virtual Office Hours", "Type:" with a dropdown menu set to "Blackboard Collaborate Ultra", and a checked checkbox labeled "Available to Users". Below the form are "Cancel" and "Submit" buttons. To the right of the dialog, a "Create Session" button is visible above a calendar icon and the text "POLS video tutorial 5/11/20, 2:30 PM (available)".

Navigation Sidebar (Left):

- Branding and Innovation
- Home Page
- Announcements
- Bhutan Cafe
- My Grades
- Tools Area
- Blackboard Help
- UTEP's Blackboard Help
- Course Management**
- Control Panel
- Content Collection
- Course Tools

Add Tool Link Dialog (Center):

- Name: Virtual Office Hours
- Type: Blackboard Collaborate Ultra
- Available to Users
- Buttons: Cancel, Submit

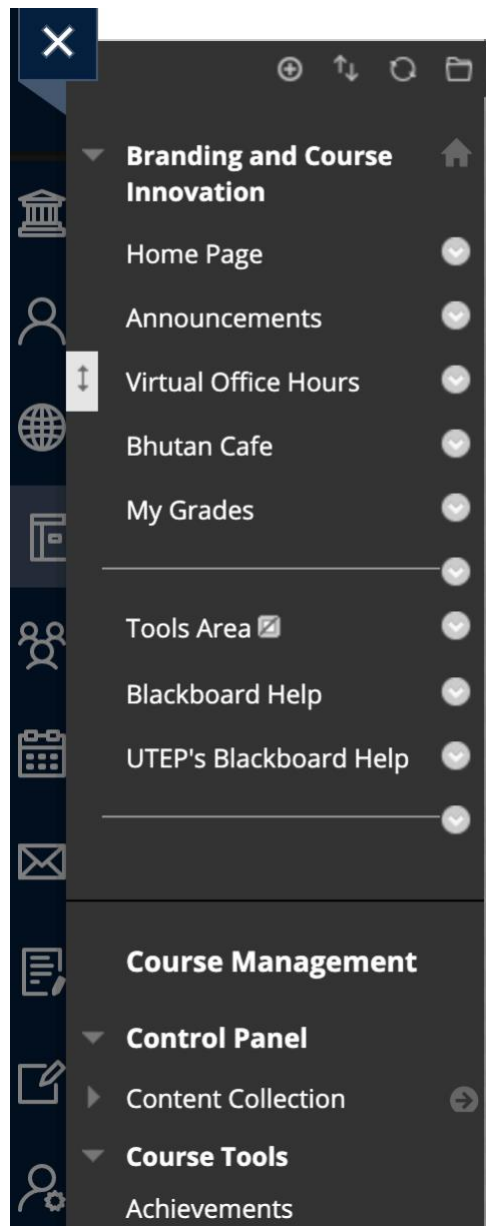
Create Session Panel (Right):

- Buttons: Create Session
- Calendar icon
- POLS video tutorial
- 5/11/20, 2:30 PM (available)



THE UNIVERSITY OF TEXAS AT EL PASO
CENTER FOR INSTRUCTIONAL DESIGN
EXTENDED UNIVERSITY

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.