

How to use Collaborate for Online Office Hours or meetings

One room available to all Courses or Organizations participants

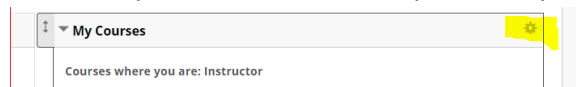
Every Blackboard Site has access to a Collaborate Ultra web conference site. When faculty have multiple courses, they may want to have 1 online room to hold all of their office hours.

Requirements: Instructors must use Chrome

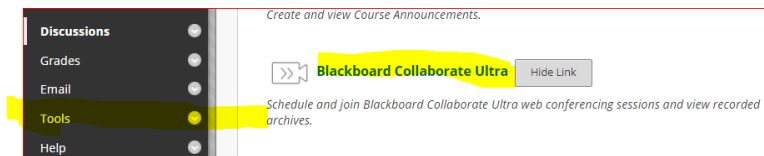
Strong suggestion: reboot your computer just prior to holding a Collaborate session

Obtain a link to use in multiple Courses, Organizations, or email to others.

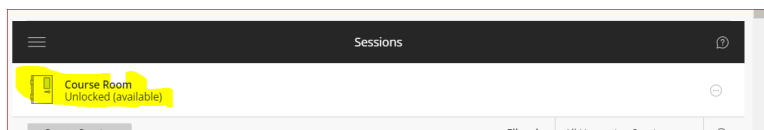
1. Select a bb Course or Organization.
 - a. You may want to select your – Your Practice Test Course example: - BARRICKS - Your Practice Test Course. The reason to select that Bb Course is the link will not change from Semester to Semester as your course links do.
 - b. Every full-time employee at GVSU has a Practice Test Course. You may have hidden it. If so, hold your mouse over the top bar of My Courses on the portal page of Blackboard



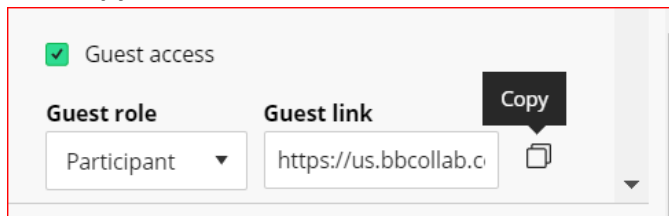
2. In your selected course, click Tools | **Blackboard Collaborate Ultra**
be careful not to click Hide Link



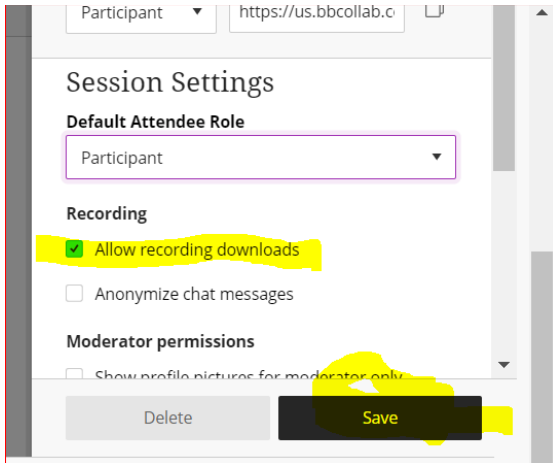
3. Click **Course Room**



4. A Menu will appear on the right. Scroll down to view the options available to you.
5. Find Guest Access and select the type of access you want students/guests to have. Generally, leave students as Participants.
6. Click **Copy**




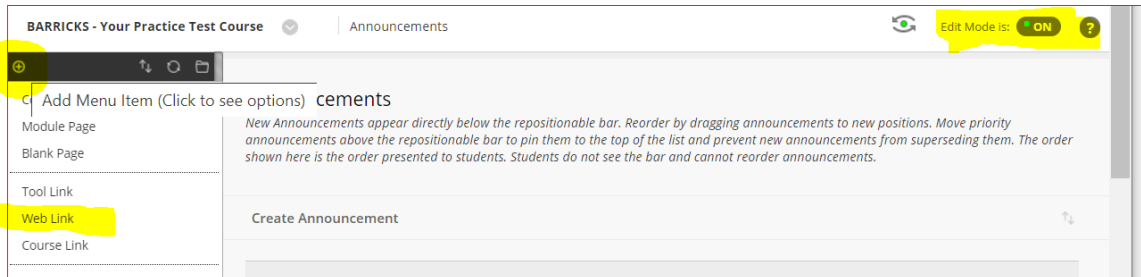
7. Before you click **Submit**, you may want to scroll down and tick the button to all participants to download recordings.



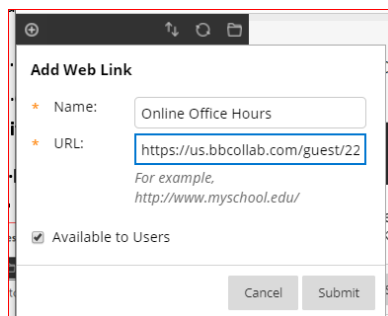
If the option is not ticked, you can not download any recordings that are made in the Collaborate room. This option may be selected later and will enable all recordings to be downloaded

Create a link to your selected Collaborate room in any other Course or Organization

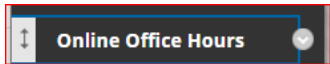
8. Go to a Course or Organization you want to make the link available in
9. Make sure the **Edit mode** is set to **on**.
10. Select **Add Menu Item**  in the upper left corner
11. Select **Web Link**



- a. Name the link. Suggestions: Online Office Hours. Meeting room Collaborate Web Conference
- b. paste in the web link you copied in step 6 above
- c. make sure you tick Available to Users
- d. Click Submit



12. If desire you may want to move the new Item up in the menu area by holding your mouse over it so you see the double arrow's. Drag the link to the desired position in the menu list.



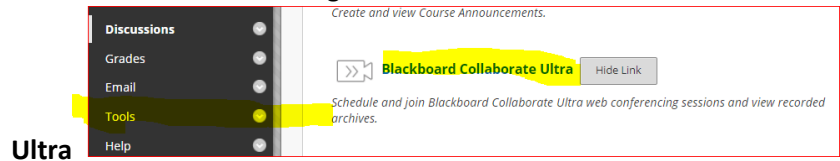
13. Users may now come in and click on the link to access your room

**How do you as the instructor or facilitator access the room

VERY IMPORTANT: As the instructor, facilitator or leader you **DO NOT** access the room via the link we just created.

VERY IMPORTANT: As the instructor, facilitator or leader you **DO NOT** access the room via the link we just created. i.e. worth repeating 😊

In **Chrome**, YOU go to the **original** location where you have Instructor access. If you copied the link from your Practice Test Course, you enter the room from your Practice Test Course. If you copied the link from section .03 YOU go to that section and access the link from **Tools, Blackboard Collaborate**



If you access the room from the link you pasted in other classes you will be in as a participant and will not be able to use the instructor features of Collaborate such as sharing your screen and moving students to private rooms.

How to use the features of Collaborate are covered in the [Getting Started with Collaborate](#) guide

How to use Breakout rooms is covered in [Break out rooms in Collaborate](#)