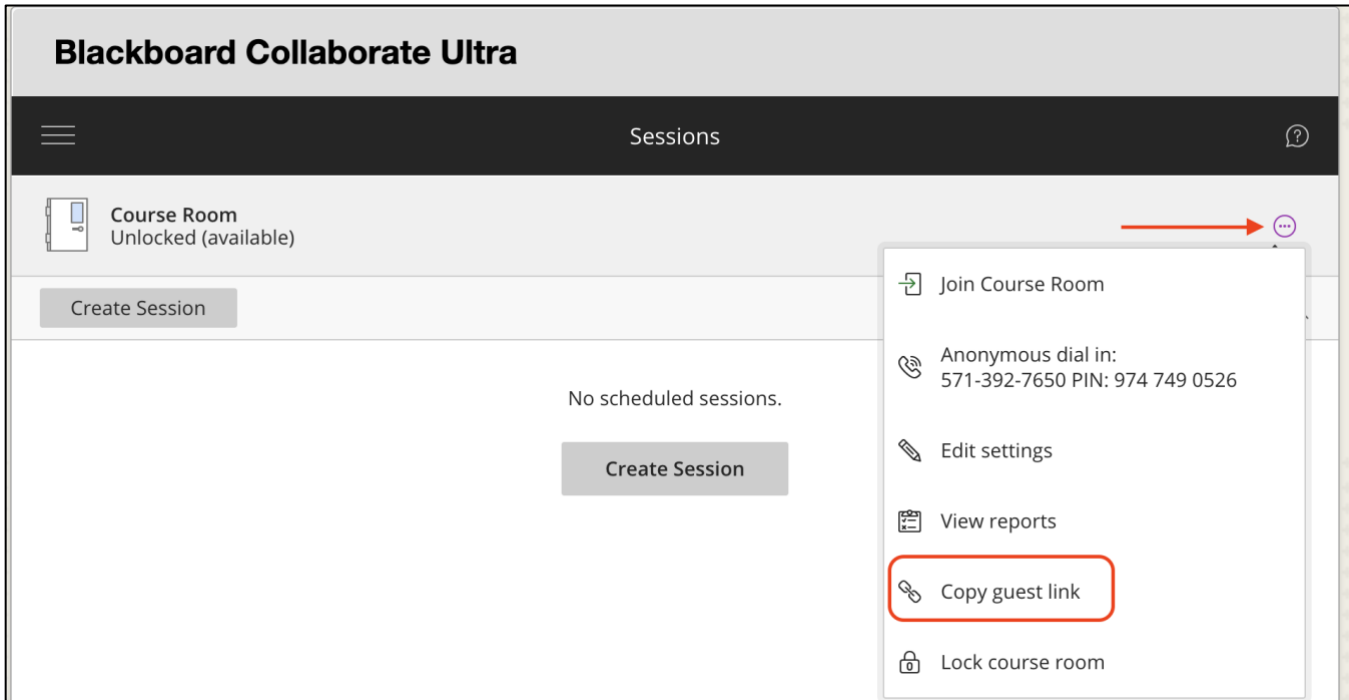
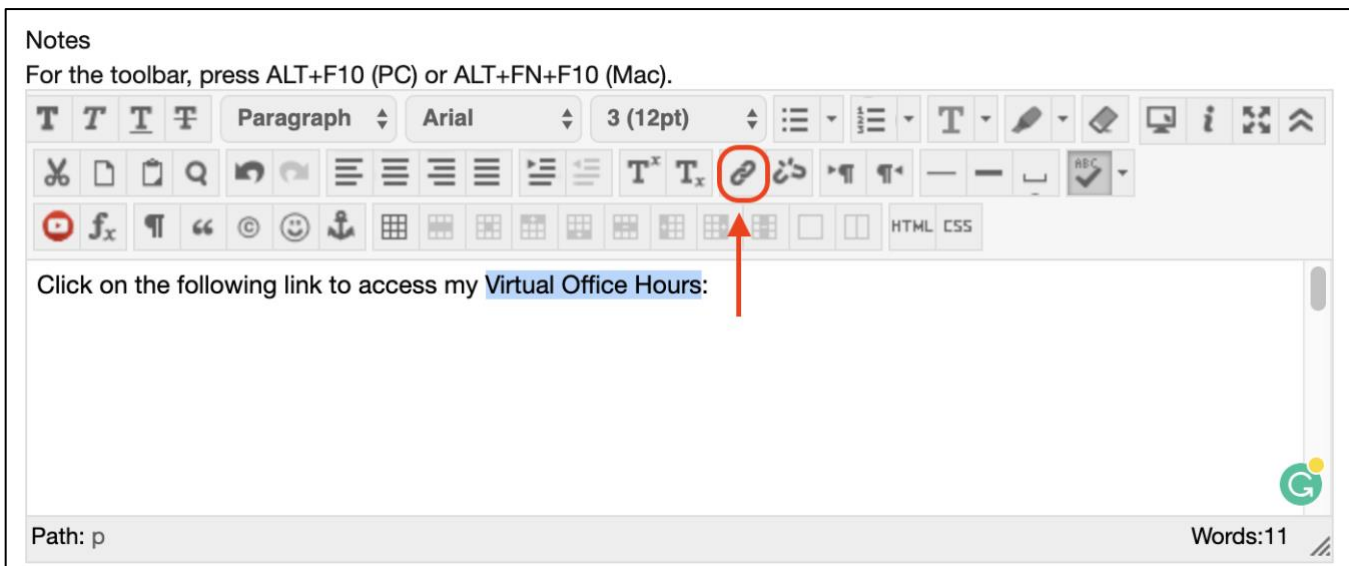


Blackboard Collaborate  
 Create Virtual Office Hours in Blackboard

**Step 1:** Go to **Tools/Blackboard Collaborate Ultra** and click on the three dots in the upper right-hand corner of the screen next to Course Room, then click on **Copy guest link**:



**Step 2:** Go to the Notes section of your My Instructor information and type in “Click on the following link to access my Virtual Office Hours”. Highlight the words “Virtual Office Hours” and click on the **Hyperlink tool**:



**Step 3:** Paste the link you copied into the Link Path and click on the down arrow to choose **Open in New Window**, then click **Insert**:

Link Path

*You can drag a file from your computer to the **Attach File** area or use the browse functions. Files are saved in the top-level folder in your course's file repository. If you want to email a link to an uploaded file, use the file's permanent URL in the repository.*

Target  Open in This Window/Frame  
 Open in New Window (\_blank)  
 Open in Parent Window/Frame (\_parent)  
 Open in Top Frame (Replaces All Frames) (\_top)

Cancel

**Step 4:** Click **Submit**. You will see a hyperlink for students to click on to enter your Virtual Office:

**Christine Sacco** ✓

**Email** [csacco@curry.edu](mailto:csacco@curry.edu)  
**Work Phone** 6173332042  
**Office Location** Faculty Center  
**Office Hours** Virtual  
**Notes**  
 Click on the following link to access my [Virtual Office Hours](#)

Faculty enter the Virtual Office by going to Tools/Blackboard Collaborate Ultra and clicking on the three dots next to the Course Room and choosing **Join Course Room**:

**Blackboard Collaborate Ultra**

Sessions

Course Room  
Unlocked (available)

Create Session

No scheduled sessions.

Create Session

- Join Course Room
- Anonymous dial in:  
571-392-7650 PIN: 974 749 0526
- Edit settings
- View reports

For further instructions on how to use Blackboard Collaborate, see the guidesheet on the Portal under Faculty/Teaching/Instructional Design/Technology.