Host Office Hours

This guide will explain how to set up and run office hours using Blackboard Collaborate, including recommendations for preparing students and launching and using Collaborate for office hours.

Hosting Office Hours in Collaborate

1. Log in to your course within NU Online Blackboard.

2. Click on “Tools” in the Course Menu.
3. Click on “Blackboard Collaborate.”

A room is provided for instructors and is available for as long as you are an instructor. By default, the room is titled with your name and is always available. This room is ideal for office hours.

4. To post a link to your room within the course, click “Add Link” below the default room.

5. Enter a name for the link to the session. “Office Hours” is recommended.

6. Select the content area where you’d like the link to the session appear for students. It is recommended the link be placed within the “Course Material” area.

7. Click “Details” to enter instructions for students.
8. Enter the time, date, and other relevant information about the Collaborate session for students in the “Description” area. This area can be edited later if you want to hold another meeting. It is recommended that this link to a Collaborate video introduction be posted for students: 
http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0

9. Click “Save.”
Launching a Blackboard Collaborate Class Meeting

1. Navigate to the Blackboard Collaborate area as explained above.

2. Click “Launch Room.”

Mac users who haven’t installed the Collaborate Launcher should download and install the program, then proceed to the next step (3).

3. Click “Launch Room.”

4. Click “Run.”
By default, students enter a Course Room as participants. Instructors and administrators enter as moderators. Instructors can allow all participants to join as moderators so collaboration can start without their presence. If instructors have supervision concerns, they can completely turn off a Course Room at the course level. Instructors can use Course Rooms to acclimate students to their course setup, introduce new concepts, host Q and A sessions, lead study sessions, and grade group presentations.

More information about navigating the Collaborate environment can be found in this resource:
http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0