

## Tips for online office hours

- One Course Room or one Session can be used for online office hours for ALL of your courses. It is recommended the Guest Link be posted on the Content page in all of your courses along with online office hour information.
- The Course Room and all Sessions in a course are visible (“public”) to all students in that course.
- Any session recordings in a course are also visible to all students in that course.
- The Course Room and all Sessions (and recordings) in a course can be hidden from students in that course by hiding the Blackboard Collaborate Ultra button under Tools.
  - If you choose the above option, then you must share the Guest Link for students to access the Course Room or a Session.
- Blackboard Collaborate can be used for private meetings as well. There are two options to ensure privacy (no students except those invited can enter the session):
  - Hide the Blackboard Collaborate Ultra button (under Tools) so students cannot see any of the sessions or recordings in your course. Or,
  - Request a Test Course be created for you in Blackboard. Online instructors, contact [blackboardsupport@cuw.edu](mailto:blackboardsupport@cuw.edu). Face-to-face instructors, contact [celtsupport@cuw.edu](mailto:celtsupport@cuw.edu).
  - When either of the above options are used, the Guest Link must be sent to participants so they can access the private session.