Adding a link for Blackboard Collaborate Ultra for your students.

1. Hover your mouse over the + and click Tool Link and under Type: Find Blackboard Collaborate Ultra and give it a unique name so the students know it is your Office Hour area or Lecture Room.

Using Blackboard Collaborate Ultra for office hours

2. Click on the Link you just made
   a. Click Course Room
   b. Click Join Course Room
   c. Don’t forget to START RECORDING!!!

IMPORTANT: Let the students know they can either talk to you through a microphone, even show video (probably discouraged for bandwidth issues) or raise their hand.

Also,

Using Blackboard Collaborate Ultra for lectures

- Either Upload your PPT (click the SHARING OPTIONS / Share Files) or as I suggest open PowerPoint and share your screen.
Reviewing **RECORDINGS**

Click the three white lines for the MENU

Course Room
Unlocked (available)

Click Recordings

**NOTE:** Not shown in video on the far right of the recording you will see 3 dots

<table>
<thead>
<tr>
<th>Session name / Recording name</th>
<th>Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-1193-001-Spring-2020-Calculus for Biosciences(Q) / recording_3</td>
<td>3/17/20, 10:14 AM</td>
<td>00:00:05</td>
</tr>
</tbody>
</table>

These give you the option to

- **Edit** the name (you might want to have a better naming such as by the topic covered)
- **Delete** the recording (if you are playing around this week and need to delete what you practiced)