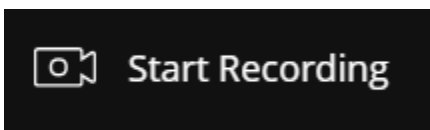


Adding a **link** for Blackboard Collaborate Ultra for your students.

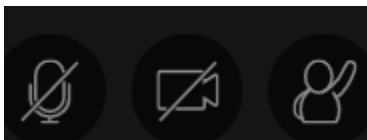
1. Hover your mouse over the + and click **Tool Link** and under Type: Find **Blackboard Collaborate Ultra** and give it a unique name so the students know it is your Office Hour area or Lecture Room

Using Blackboard Collaborate Ultra for **office hours**

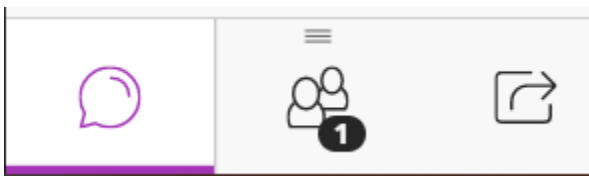
2. Click on the Link you just made
 - a. Click **Course Room**
 - b. Click **Join** Course Room
 - c. Don't forget to **START RECORDING!!!**



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,

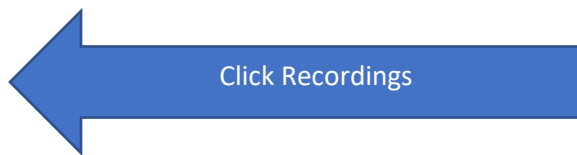
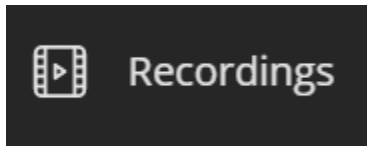
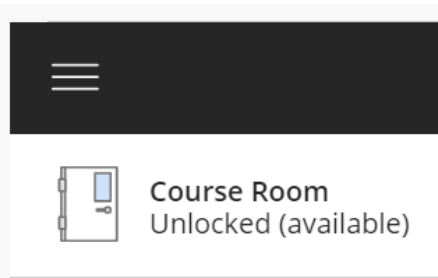


CHAT WINDOW **PARTICIPANTS** **SHARING OPTIONS**

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**



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



Session name / Recording name	Date	Duration	
MAT-1193-001-Spring-2020-Calculus for Biosciences(Q) / recording_3	3/17/20, 10:14 AM	00:00:05	⋮

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)