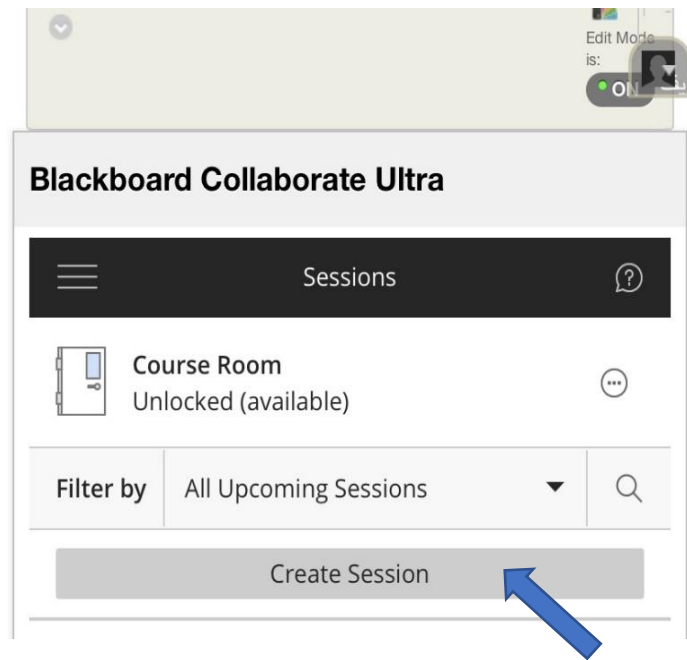




Setting Office Hours Using Blackboard

1. You can set up weekly office hours using Blackboard, in a similar way to setting up a virtual class ('Set date and time').



2. Here, the only difference is that you must provide a link for the session. This link can then be shared using the Announcements feature, so that it will be accessible to all your students from other courses or sections.

The image shows a configuration form for a session. It includes fields for 'Anonymous dial in' (phone number and PIN), a 'Dial In' button, a checked 'Guest access' checkbox, a 'Guest role' dropdown menu set to 'Participant', and a 'Guest link' text field containing 'https://ca.bbcollab.cor'. Below these are 'Start' and 'End' time/date fields, and an unchecked 'No end (open session)' checkbox. At the bottom are 'Cancel' and 'Save' buttons. Three blue arrows with numbered boxes (1, 2, 3) point to the 'Guest access' checkbox, the 'Save' button, and the 'Guest link' field respectively.

Anonymous dial in:

+1-571-392-7651
PIN: 750 355 7128

Dial In

Guest access

Guest role
Participant

Guest link
https://ca.bbcollab.cor

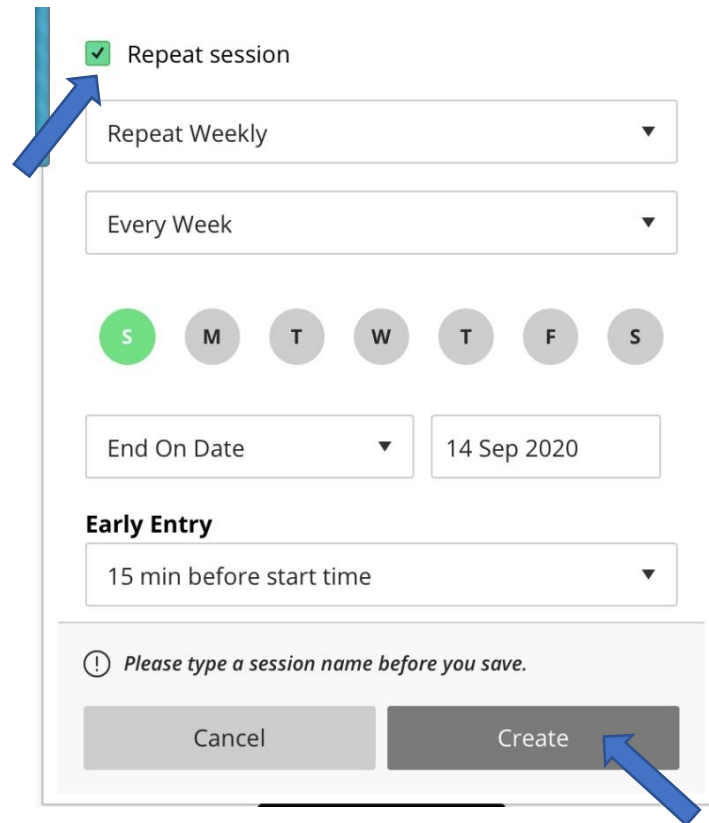
Start
13 Sep 2020 18:40

End
13 Sep 2020 19:40

No end (open session)

Cancel Save

3. It is also recommended to select the same date and time ('Repeat session'). You can add an end date for occurrence by selecting 'End on date'.



The screenshot shows a session configuration form with the following elements:

- A checked checkbox labeled "Repeat session" with a blue arrow pointing to it.
- A dropdown menu set to "Repeat Weekly".
- A dropdown menu set to "Every Week".
- A row of seven circular day selection buttons: S (highlighted in green), M, T, W, T, F, and S.
- An "End On Date" dropdown menu set to "14 Sep 2020".
- An "Early Entry" dropdown menu set to "15 min before start time".
- A warning message: "Please type a session name before you save." with an exclamation mark icon.
- Two buttons at the bottom: "Cancel" and "Create" (with a blue arrow pointing to it).

With our best regards,

The E-Learning Unit

College of Languages and Translation

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