

Holding Online Office Hours in Blackboard

Introduction

The group pages function in Blackboard can be used to provide separate work spaces and functions in Blackboard for each team. Each team can have exclusive access to various Blackboard communication functions (discussion board, virtual classroom, file exchange, and e-mail). These communication functions are in addition to those used for the entire class, and independent of those communication functions accessible by other groups.

Brief instructions for holding online office hours in Blackboard

Below are some brief instructions for holding online office hours in Blackboard.

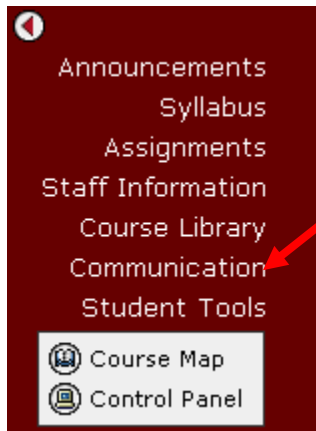
1. Login to your Blackboard course website: <http://campus.fsu.edu>
2. Click on **Communications**
3. Find **Office Hours** and click on **Join** (install Java Access Bridge if necessary)
4. Use the **Blackboard Chat** window to control your office hour session

Detailed instructions for holding online office hours in Blackboard

Step 1. Login to your Blackboard course website at: <http://campus.fsu.edu>

Step 2. Click on Communication

Find and click on the [Communication](#) link on the left side of the screen.



Then click on the [Collaboration](#) button.



Step 3. Find the [Office Hours](#) (Chat) function and click on the [Join](#) button.

| Session Name | Tool | Start Date | End Date | |
|--|-------------------|------------|----------|----------------------|
|  Lecture Hall | Virtual Classroom | | | Join |
|  Office Hours | Chat | | | Join |

Note you may need to download and install the Java Access Bridge software to make the Blackboard Office Hours function properly. You can do this by clicking the link in Blackboard displayed as: [Click here](#) to download the Java Access Bridge.

Step 4. Use the Blackboard Chat window to control your office hour session

Click this button to End the office hour session

These buttons can be used to record and archive office hour sessions: Start, Pause, Stop, & Save.

