

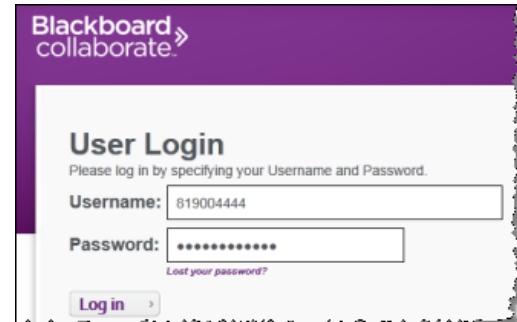
Creating and Using a Virtual Office with Blackboard Collaborate

[Inviting attendees to your Virtual Office](#) | [Upgrading your Virtual Office Version](#)

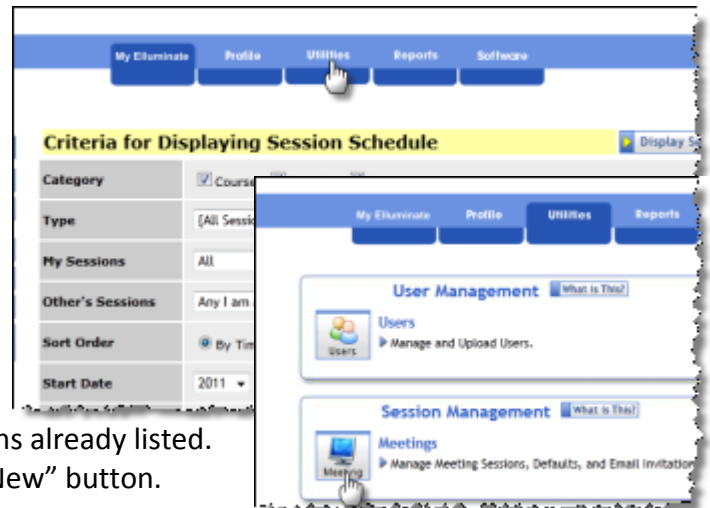
One of the most popular uses of Blackboard Collaborate is to create a virtual office that can be used for meetings, office hours and online presentations. A virtual office is a Blackboard Collaborate room that is open all day. Participants can be invited to join the session through a link in an email, IM, syllabus file, etc. The advantage of setting up a virtual office is that you don't have to schedule a meeting room each time you want to meet with someone since your room is open whenever you need it. To set up your own virtual office:

1. To log into the Session Administration System (SAS) tool, go to:
<https://sas.illuminate.com/site/external/login/user>

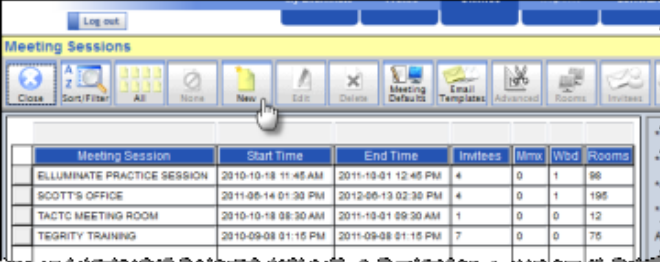
Use your employee ID based Collaborate account to login. If you do not have your account info, contact your college Collaborate administrator or eLearning office. Here you will create an open meeting room where you are the moderator. Keep the meeting room open for a long duration—a month, three months, or up to one year.



2. Once you are logged into SAS, click on the Utilities tab. On the Utilities tab, click on the Meetings icon. On the next screen you will see a "Meeting Session Sort/Filter." Click on the green checkmark "Accept" icon.

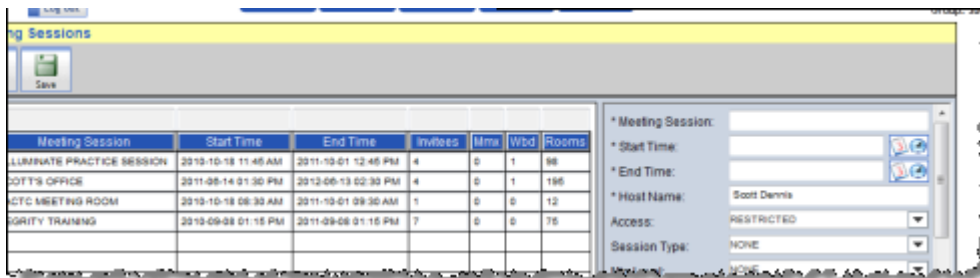


3. On the Meeting Sessions screen you may see one or more pre-existing meeting sessions already listed. To create a new room or session, click the "New" button.



Meeting Session	Start Time	End Time	Invitees	Mins	Wbd	Rooms
ILLUMINATE PRACTICE SESSION	2010-10-18 11:45 AM	2011-10-01 12:45 PM	4	0	1	98
SCOTT'S OFFICE	2011-08-14 01:30 PM	2012-08-13 02:30 PM	4	0	1	195
TACTC MEETING ROOM	2010-10-18 08:30 AM	2011-10-01 09:30 AM	1	0	0	12
TEGRITY TRAINING	2010-09-08 01:15 PM	2011-09-08 01:15 PM	7	0	0	75

- Once you have clicked the “New” button, the blue content pane to the right of your screen will activate, allowing you to fill in your session attributes.



Once you have filled in your session attributes and clicked the “Save” button, you will receive an email containing your moderator link and the participant link that you can share with people you want to meet with.

- Virtual office sessions can be set to be open for up to one year. If you want to continue using a room after a year, just log back into SAS and edit the room settings. Consider setting yourself a calendar reminder to log back in and extend your room’s availability sometime before it expires.

Inviting attendees to your Virtual Office:

- In SAS (link above), click the **Utilities** tab.
- Click **Meetings**.
- Select your **Virtual Office Meeting Name**.
- Click **Invitations**.
- Click **New**.
- Type in **Name and Email** address of invitees.
- Click **Save**.
- Click the **Join** Link.

Note; as mentioned previously you can also just email or share the participant link with people rather than inviting them via the SAS.

Upgrading your Virtual Office Version:

- In SAS (link above), click the **Utilities** tab.
- Click **Meetings**.
- Select your **Virtual Office Meeting Name**.
- Click **Edit**.
- Click **Version** drop-down menu.
- Change the version (ie; from 10 to 11)
- Click **Save**.

Note; you may need to wait several minutes after updating your room version before logging into it.