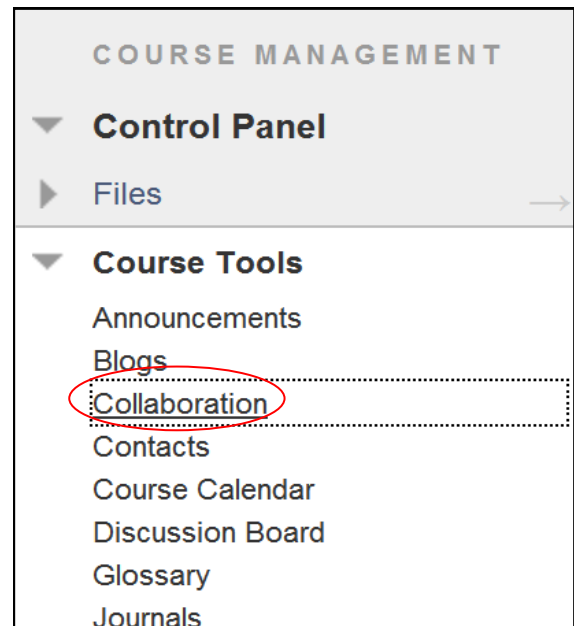


Conducting Online Office Hours

1. From the Course Management Menu under Control Panel, click **Collaboration**.
2. On the Create Collaboration Session screen, click **Create Collaboration Session**.
3. On the **Create Collaboration Session** screen type a **Online Office Hours** where it says Session Name.



4. Under **Schedule Availability**, select the start and end time for the session. You may use the **Date Selection Calendar** to select the date, and **Time Selection Menu** to select the time.
5. Next to **Available**, select the **Yes** option, to make it available to your students.
6. Under **Collaboration Tool**, select **Chat** from the drop-down list.
7. Click **Submit**.

Create Collaboration Session

Collaboration Sessions are real-time lessons and discussions. Two Collaboration Tools are available: Chat and Virtual Classroom. Chat is an exchange of text messages online. Virtual Classroom is a shared online environment where users can view links, share desktops, exchange files, and chat. Both types of collaboration can be recorded and saved for future review. [More Help](#)

* Indicates a required field. Cancel Submit

- 1. Session Name**
* Session Name
- 2. Schedule Availability**
Select Dates of Availability Start After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
 End After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.
Available Yes No
- 3. Collaboration Tool**
Choose Tool for this Session
- 4. Submit**
Click Submit to proceed. Click Cancel to quit. Cancel Submit