Blackboard IM Office Hours

Office Hours Views

Once you are logged in to Blackboard IM and you are in your office hours, you will notice there are different roles in Office Hours – host and participants – there are different windows for the different views that users see, depending on these roles and their current status.

The three Office Hours windows are: the **Office Hours Owner** window, the **Waiting Room** window, and the **Main Room Participant** window.

**The Office Hours Owner Window**

![Office Hours Owner Window](image)

This is the view that the host of an Office Hours session always sees. In addition to the Message Area, it contains lists of all of the participants both in the Main Room and in the Waiting Room. If Waiting Room chat is enabled, you can also choose to display those messages in this window.
The Waiting Room Window

This is the view that participants see when they are in the Waiting Room, when they have joined an Office Hours session, but have not yet been promoted to the Main Room. In this window, users may or may not be able to send messages to each other, depending on whether Waiting Room chat is enabled.

The Main Room Participant Window
This is the view that participants see once they have been promoted to the Main Room. It is similar to the Office Hours Owner window, but does not contain options for promoting and demoting users and does not show the Waiting Room list or Waiting Room chat. This window is also similar to the Group Chat window.

For further opportunities to learn about Blackboard IM, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu and visit the Faculty Resource Center at http://frc.ua.edu.

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