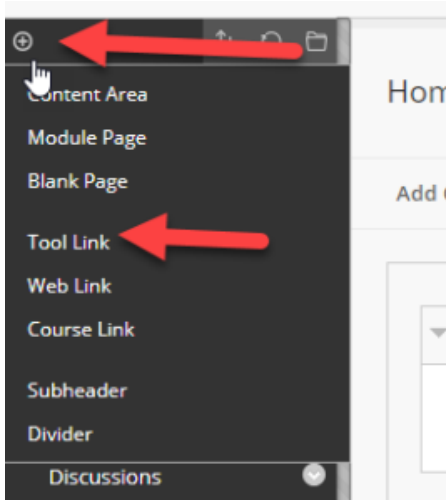


Adding Blackboard Collaborate to your Course

To allow your students to access Blackboard Collaborate sessions or recordings, you will need to add Collaborate to your course menu. **NOTE: While there is a link in the Course Tools menu that leads to Collaborate, this link is only available to instructors, and will not provide access to your students. You will need to follow the below process to give your students access.**

To do so, click the plus sign at the top of the menu and choose Tool Link.



In the box that pops up, give the link a name, choose "Blackboard Collaborate Ultra" for the Type, and check the Available to Users checkbox.

A screenshot of the 'Add Tool Link' dialog box. The title 'Add Tool Link' is at the top left. Below it, there are three fields: 'Name:' with a text input field containing 'Collaborate'; 'Type:' with a dropdown menu showing 'Blackboard Collaborate Ultra'; and a checked checkbox labeled 'Available to Users'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

Click Submit, and your students will be able to access Collaborate.