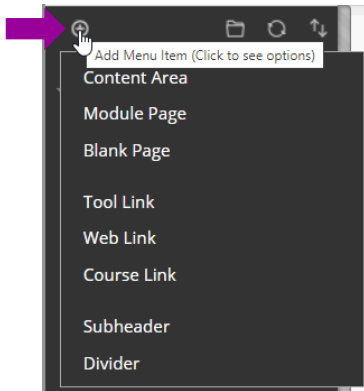


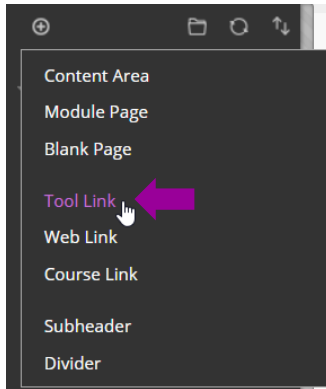
# Add Collaborate to Your Course

If the Blackboard Collaborate Ultra tool is not already added to your course menu, you can add it by following these steps.

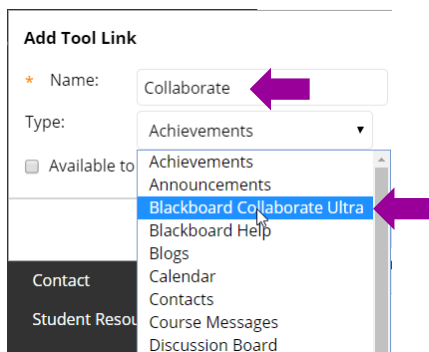
1. Click on the (+) icon in the course menu.



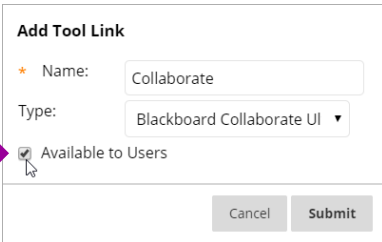
2. Click **Tool Link**.



3. Type *Collaborate* in the **Name** dialogue box and select *Blackboard Collaborate Ultra* from the **Type** pull-down list.

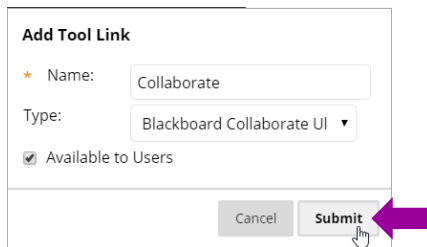


4. Click the **Available to Users** checkbox.



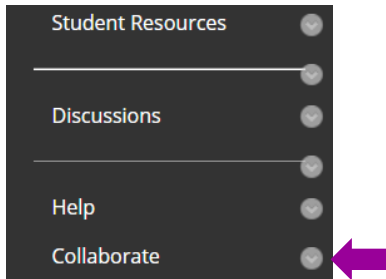
The screenshot shows a form titled "Add Tool Link". It has a "Name:" field with "Collaborate" entered, a "Type:" dropdown menu with "Blackboard Collaborate UI" selected, and a checked "Available to Users" checkbox. A purple arrow points to the checkbox. At the bottom are "Cancel" and "Submit" buttons.

5. Click **Submit**.



This screenshot is identical to the previous one, but a purple arrow points to the "Submit" button, indicating the next step.

6. The Collaborate tool will be added to the bottom of your course menu.



7. Move the Collaborate tool to the Optional Tools section under Student Resources by dragging the tool via the  $\updownarrow$  icon that appears when your mouse hovers over the tool.

