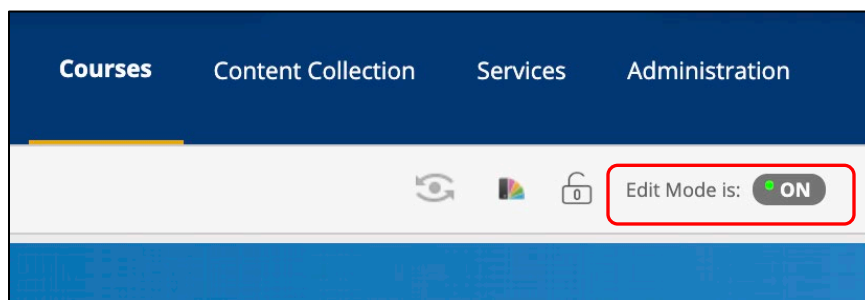


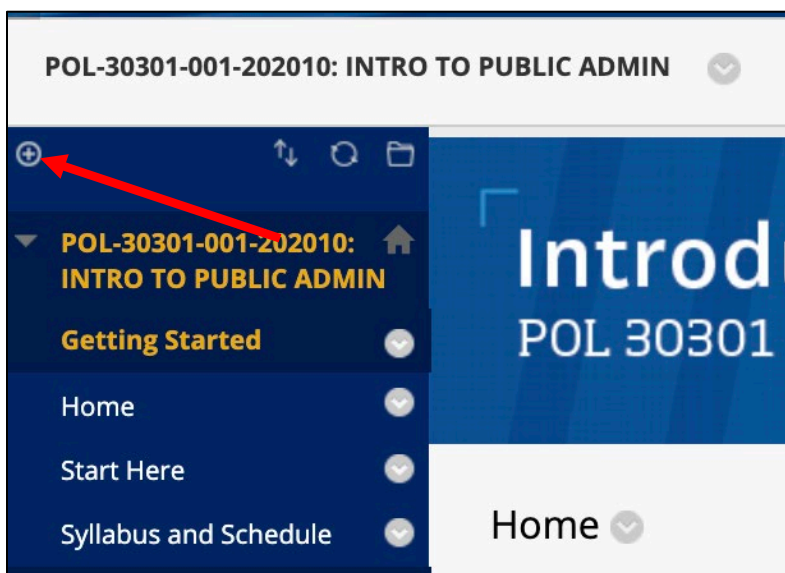
## How to Add a Link to Blackboard Collaborate Ultra in the Course Menu

Blackboard Collaborate is a real-time video conferencing tool that lets you add files, share applications, and use a virtual whiteboard to interact. It opens right in your browser, so you don't have to install any software to join a session.

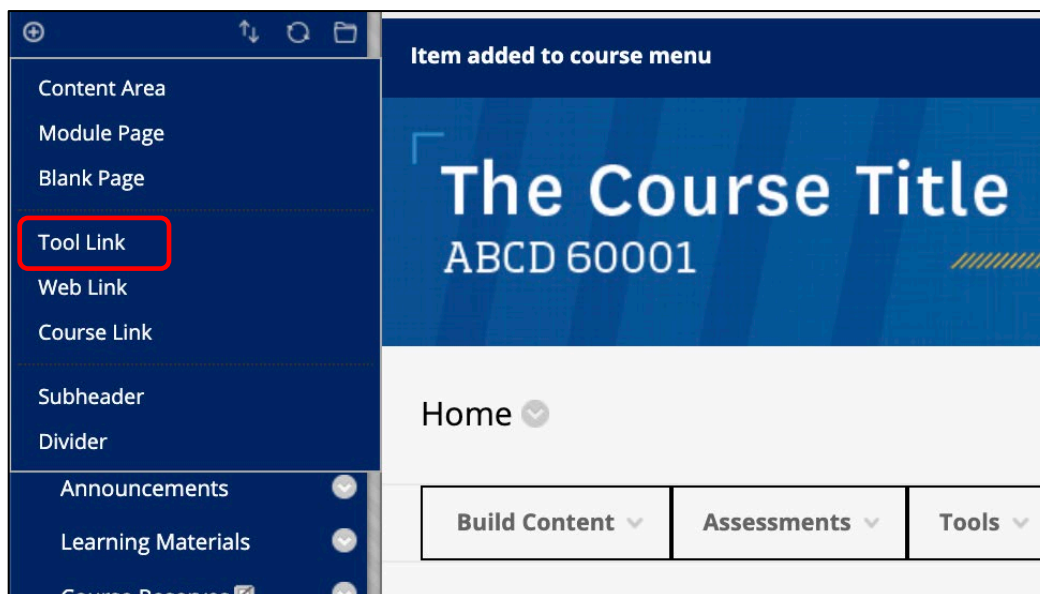
1. Ensure that the “Edit Mode” button is toggled “ON”. Click the button to toggle edit mode on and off.



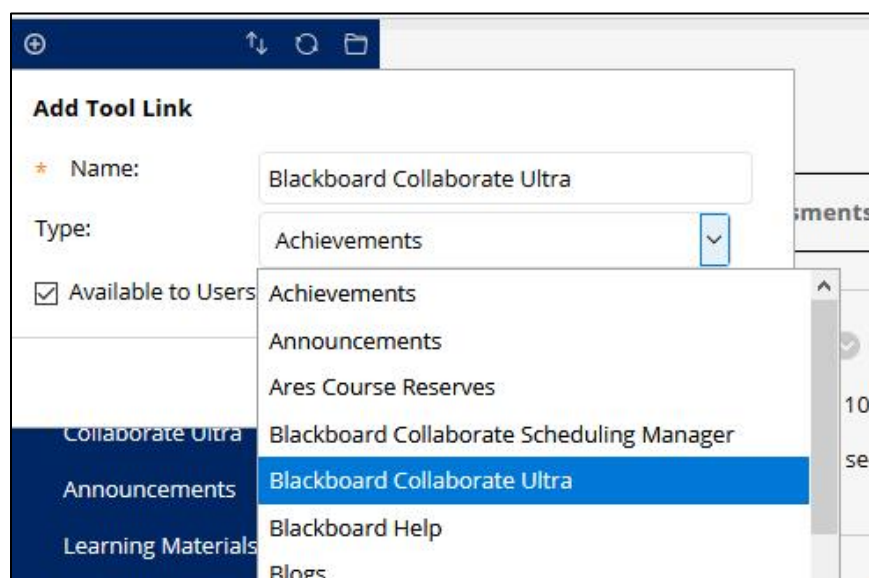
2. With your mouse, hover over the “Add Menu Item” icon in the upper left-hand corner of the main menu.



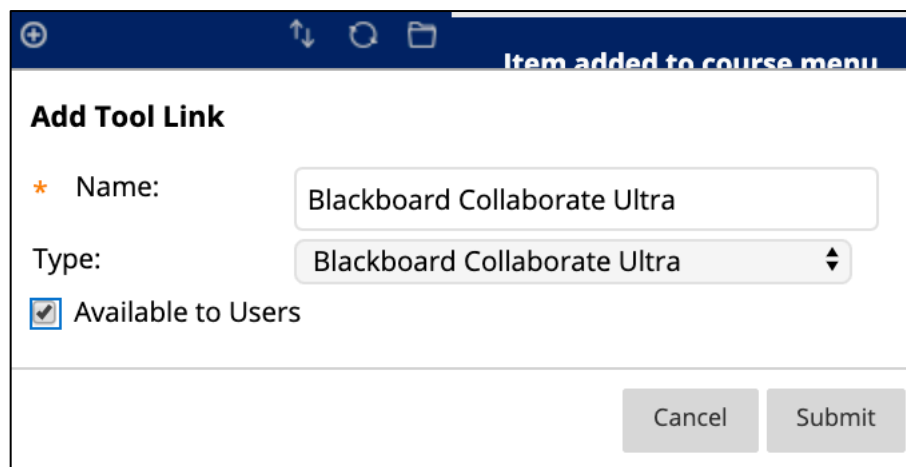
3. Click **“Tool Link”** from the drop-down menu



4. Type “Blackboard Collaborate Ultra” for the tool name and select “Blackboard Collaborate Ultra” from the list of tools provided in the drop-down.



5. Click the box to make the tool **“Available to Users”** and then click **“Submit.”**



The screenshot shows a dialog box titled "Add Tool Link" with a dark blue header. At the top right of the header, it says "Item added to course menu". The dialog contains the following fields and options:

- Name:** A text input field containing "Blackboard Collaborate Ultra".
- Type:** A dropdown menu with "Blackboard Collaborate Ultra" selected.
- Available to Users:** A checkbox that is checked.
- Buttons:** "Cancel" and "Submit" buttons at the bottom right.

6. The link for Blackboard Collaborate Ultra will appear at the bottom of your course menu. Click the left side of the menu item to “drag and drop” the link to a prominent location in your course menu.

