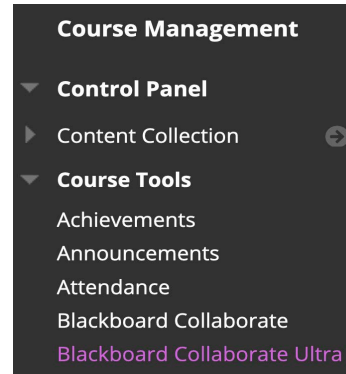


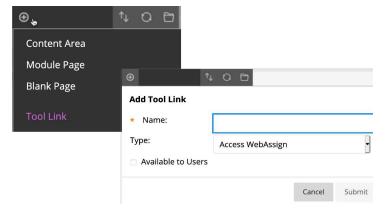
How do I add Blackboard Collaborate Ultra to my course?

Blackboard Collaborate Ultra is available to all instructors at the University of Arkansas at Little Rock under the **Course Tools** menu within each course. Users with Instructor or Teaching Assistant access to a course can access sessions using this link, but an additional link will need to be added to the course menu or within the course content for student to be able to access the session.

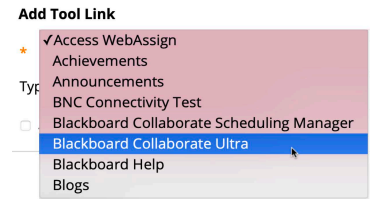


To add a link to Blackboard Collaborate Ultra on your course menu:

Click the plus sign at the top, left of the screen, and select **Tool Link** from the resulting menu. This will open the **Add Tool Link** window, where you set the name, type, and availability of the link you'll be adding to the course menu.

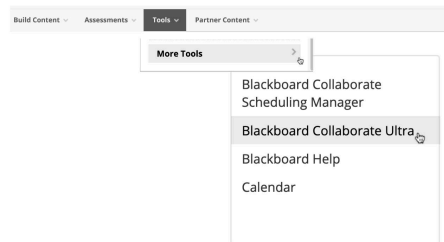


Name the link and select **Blackboard Collaborate Ultra** on the dropdown list labeled **Type**. Be careful not to select other tools with similar names, as they may link to the old version of collaborate.



To add a link to Collaborate Ultra on a content page within your course:

From the page on which you want to add the link, click the **Tools** button on the action bar, select **More Tools** at the bottom of the menu, and click **Blackboard Collaborate Ultra** on the expanded menu. Be careful not to select other tools with similar names, as they may link to the old version of collaborate.



On the resulting page, give the link a name and click **Submit**.

