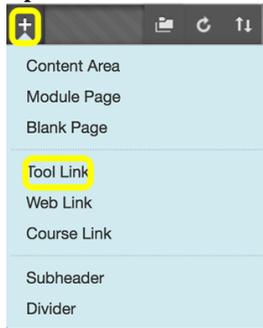


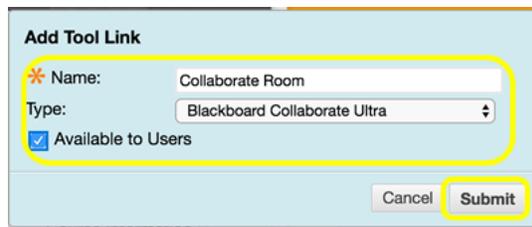
How to Add Blackboard Collaborate to Your Course

Blackboard Collaborate allows you to connect with your students remotely. It is a build-in webinar tool.

1. Log in to Blackboard Learn; then click on the course link to access your desired course.
2. At the top of the course menu, click on the + icon, then on the Tool Link option.



3. In the Add Tool Link box...
 - a. Name field type in the link's name.
 - b. Type field, click on the selector arrow to open up the menu then select Blackboard Collaborate Scheduling Manager.
 - c. Select the option "Available to Users".
 - d. Click the Submit button.

A screenshot of the "Add Tool Link" dialog box. The "Name" field contains "Collaborate Room". The "Type" dropdown menu is set to "Blackboard Collaborate Ultra". The "Available to Users" checkbox is checked. The "Submit" button is highlighted with a yellow circle.

4. The link will be placed at the bottom of the course menu – just above the Course Management area. You can move the click to another location using either the click and drag method or the menu reordering method.

