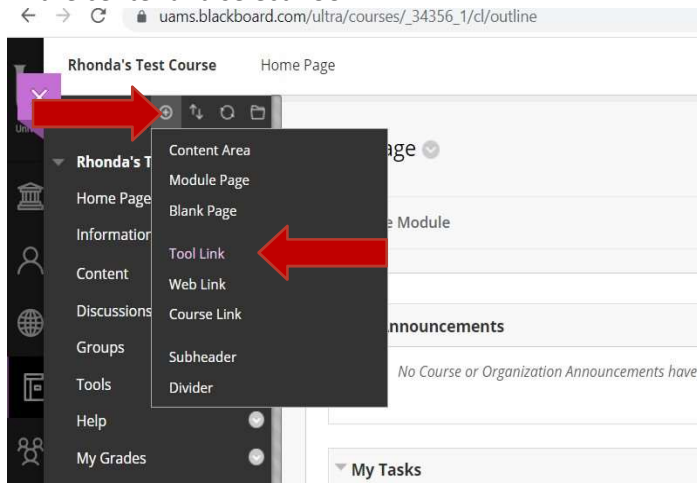
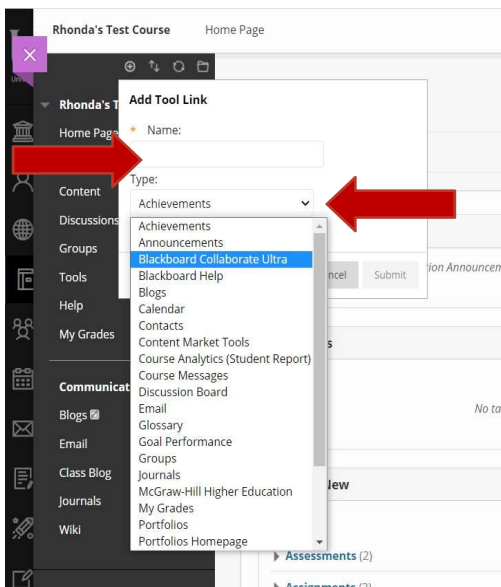


How to Add a Tool Link for Collaborate Ultra in Your Course Menu

1. On the menu, located on the left side of the page, hover your mouse over the small circular icon with the + sign in the center and select **Tool Link**:



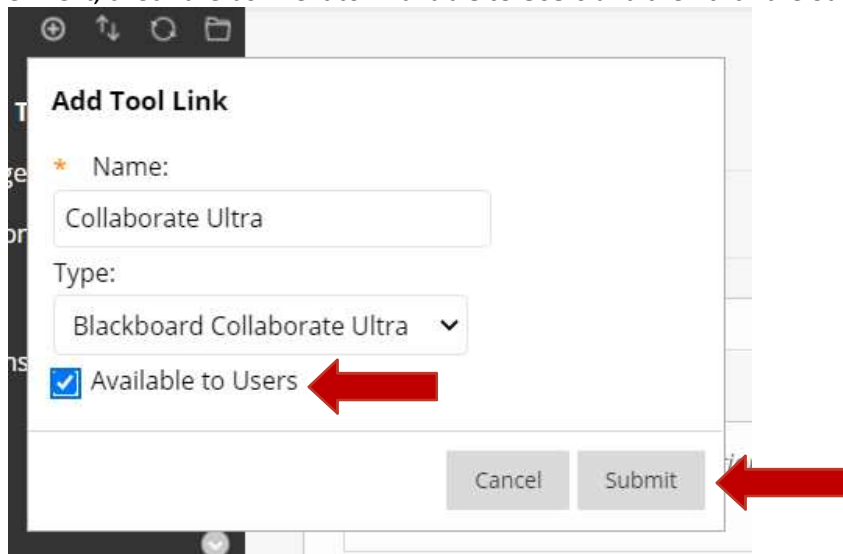
2. Enter the **Title** for your **Tool Link** in the text field under **Name** and click the drop-down arrow under **Type**. Select **Blackboard Collaborate Ultra**:



Note: For consistency, consider naming the title of the link the same as the tool “Collaborate Ultra”.

How to Add a Tool Link for Collaborate Ultra in Your Course Menu

3. Next, check the box next to **Available to Users** and then click the **Submit** button :



4. Your **Collaborate Ultra** link is now available in your course menu. Please note, you can change the location of the tool link by hovering your mouse to the left of the tool link and dragging and dropping the link into its new position on the menu.

