

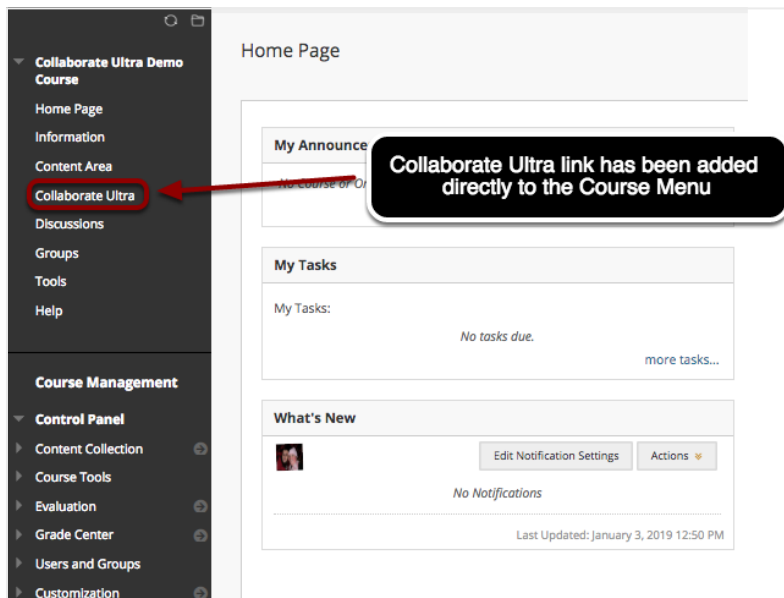
SETTING UP COLLABORATE ULTRA IN YOUR BLACKBOARD COURSE

Although Collaborate Ultra is available in all Blackboard courses, a link to the tool must be made available for students to access it.

There are two ways to create a link to Collaborate Ultra: you can either place the link directly in your Blackboard course menu, or you can create a link in any content area (for example, a module or lesson).

Go to **Option A** to create a Collaborate Ultra link in the *Course Menu*, or go to **Option B** to learn how to create a Collaborate Ultra link in a *Content Area*.

OPTION A: CREATING A COLLABORATE ULTRA LINK IN THE COURSE MENU

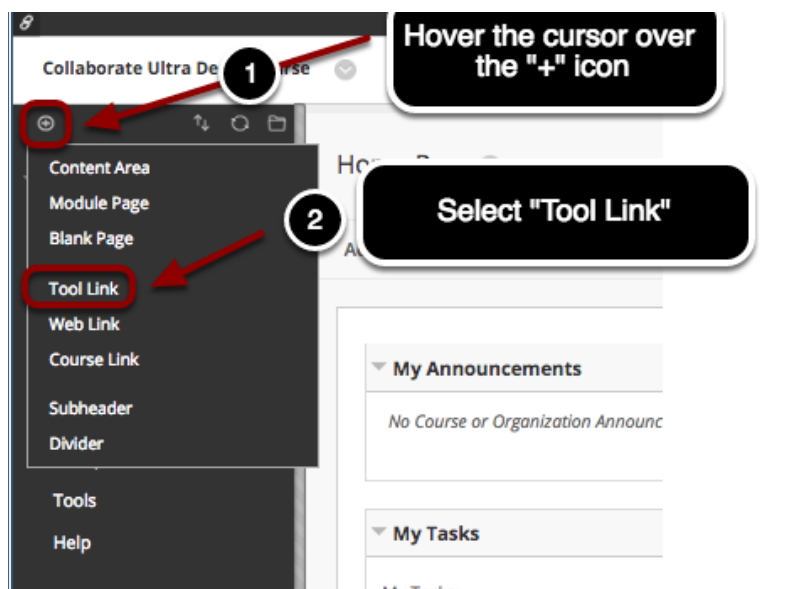


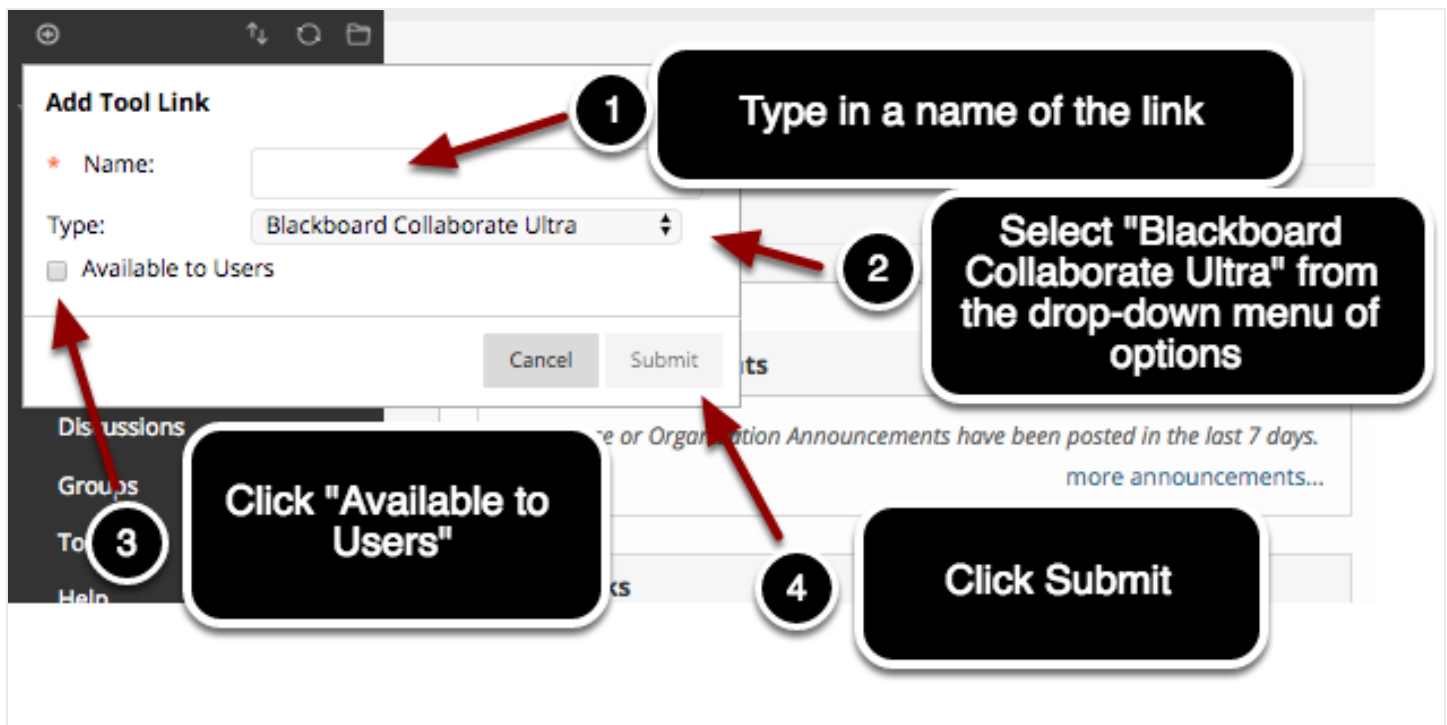
If you want to add a link to Collaborate Ultra directly to your course menu as shown above, please follow the directions below.

ADDING A TOOL LINK

To add create a Collaborate Ultra Tool Link:

1. Hover your computer's cursor over the "+" icon located in the upper-left corner of your **Course Menu**: a drop-down menu of options should appear.
2. From the drop-down menu of options, click on **Tool Link**: you should now see the Add Tool Link pop-up window shown below.





ADDING A TOOL LINK POP-UP WINDOW

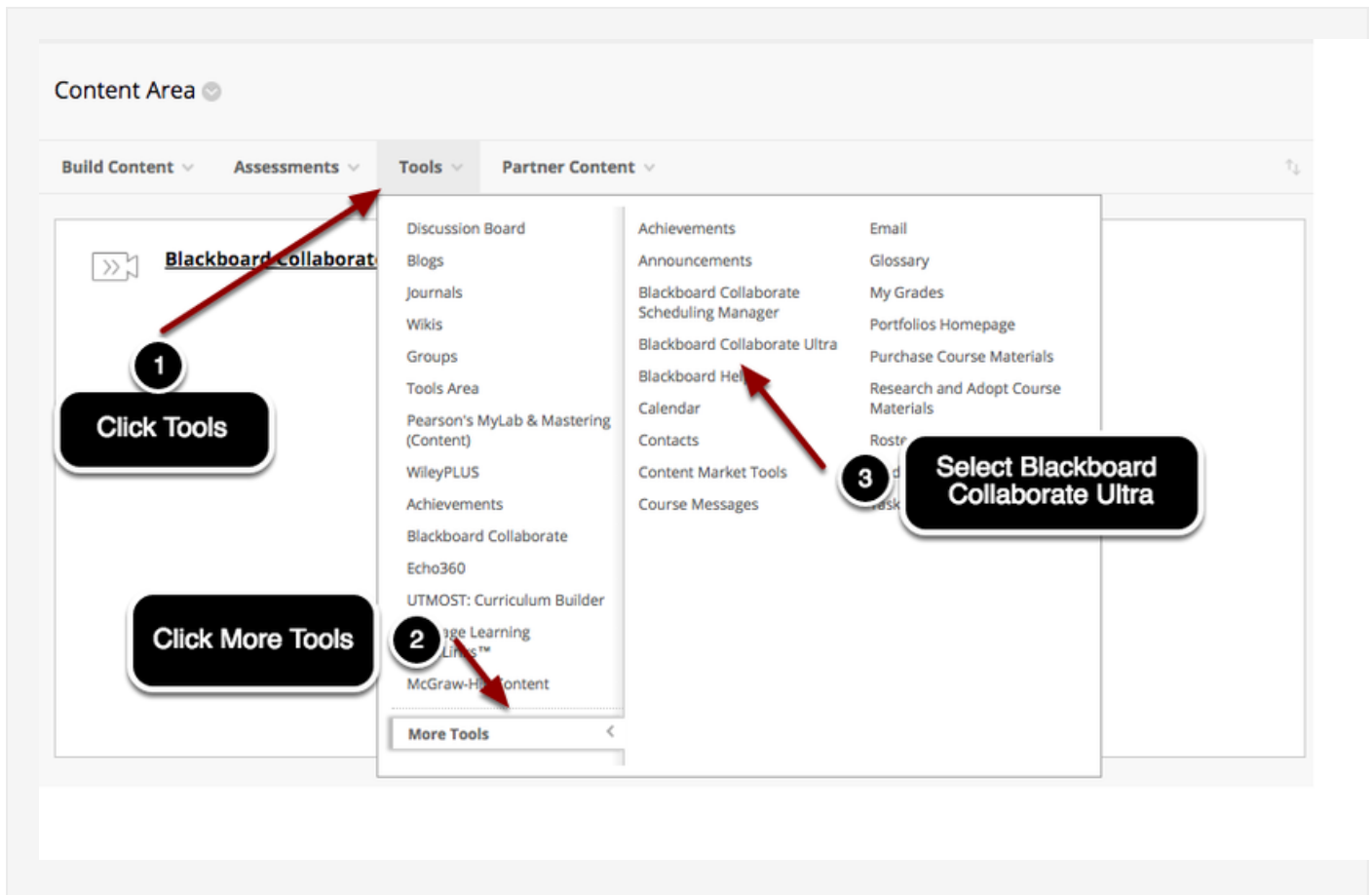
To create the Collaborate Ultra Tool Link:

1. Type in a name for the Link, for example "Collaborate Ultra."
2. Click on the drop-down menu and select **Blackboard Collaborate Ultra** from the list of options.
3. Click the checkbox next to **Available to Users** to make the link immediately available to your students. If you don't check this, the link will not be visible to your students, but you can always edit the **Show/Hide** option for the link later.
4. Click the **Submit** button to create the link or **Cancel** if you wish to start over.
5. The Collaborate Ultra link you just created should be at the bottom of your Course Menu, but you can now drag-and-drop the tool link wherever you would like it to appear in the Course Menu.

OPTION B: CREATING A COLLABORATE ULTRA LINK IN A CONTENT AREA

If you want to add a link to Collaborate Ultra in a content area as shown above, please follow the directions below.

ADDING A COLLABORATE ULTRA LINK USING THE TOOLS MENU



To add the link in a Content Area:

1. Hover over the **Tools** menu at the top of the window.
2. When the **Tools** menu expands, click **More Tools**.
3. Select **Blackboard Collaborate Ultra** from the list of tools that appears.

SETTING THE COLLABORATE ULTRA LINK OPTIONS

Create Link: Blackboard Collaborate Ultra

* Indicates a required field.

LINK INFORMATION

* Link Name **1** Blackboard Collaborate Ultra

Color of Name **2** Black

Link Tool: Blackboard Collaborate Ultra

Text **3**

Path: p Words:0

OPTIONS

Available **4** Yes No

Track Number of Views **5** Yes No

Date Restrictions **6**

Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

7

Click **Submit** to proceed.

Cancel Submit

On the Create Link: Blackboard Ultra screen, you can set a number of options as described below:

1. Rename the link if desired (by default, the link is named **Blackboard Collaborate Ultra**).
2. Choose a color (black by default) for the link name by clicking the drop down menu just to the left of the word **Black**.
3. Type an optional description for the link using the text box provided.
4. Choose whether to make the link you are creating immediately available (the default is **Yes**).
5. Choose whether to have Blackboard **Track Number of Views** for this link.
6. Enter a set of Date Restrictions for this link. If the checkboxes next to **Display After** and **Display Until** are not checked and date/times entered, then the link will be available for the entire duration of the course (assuming that the **Available** option has been set to **Yes** to display the link).
7. Click the **Submit** button to complete creating the link. You should then see the link and the Blackboard Collaborate Ultra icon in your Content Area.