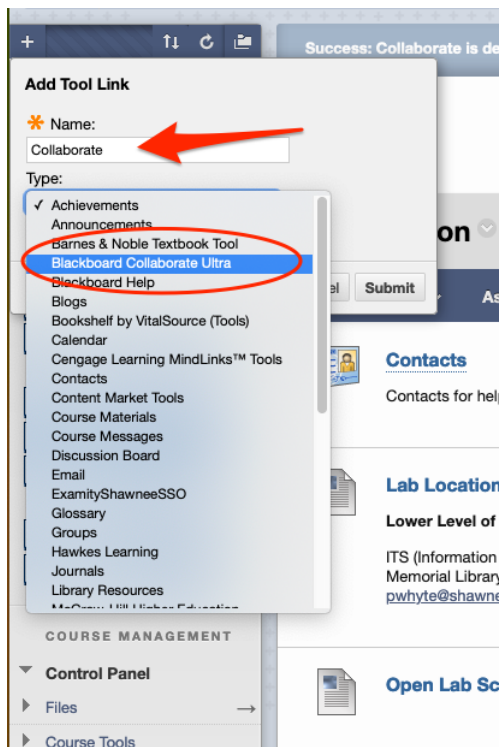


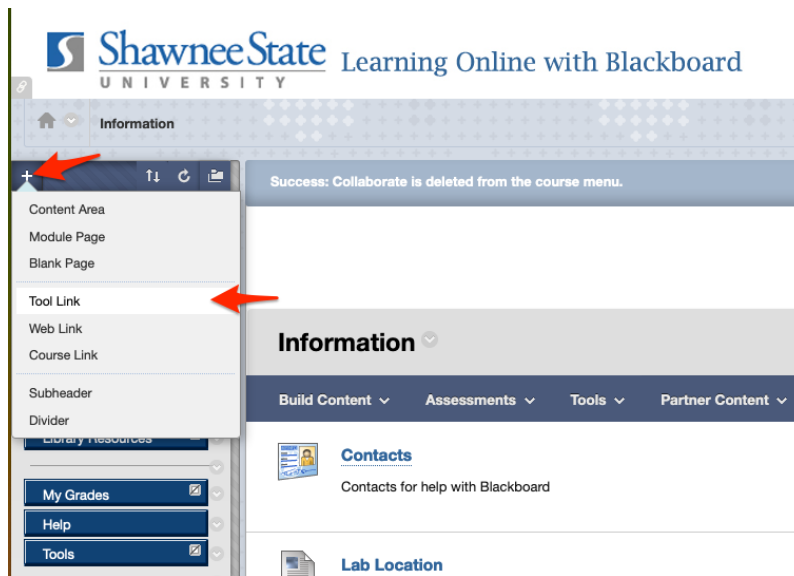
Adding a Collaborate Button to Your Course Navigation Menu

While you can always get to Collaborate Ultra from the Control Panel, Course Tools as the instructor, or from the Tools menu (if you have made it available to students), you might want to add an easy access button for your students.

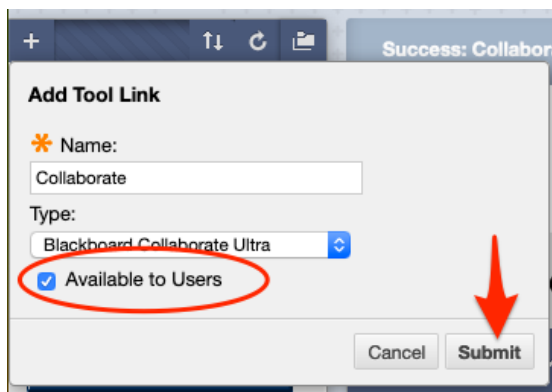
To add a Collaborate button to your course menu so students will have easy access, go into the course where you want to add the button. At the top of the Navigation menu, mouse over the + sign and choose “Tool Link.”



Type in a name for the link (it can just be “Collaborate,” or you can call it anything you want). Drop down the list of tools and choose “Blackboard Collaborate Ultra.”



Check the box to make the button available to students and click “Submit.”



This will add the button to the bottom of the list of Navigation buttons. You can use the arrows to the left of the button itself to move the button up or down. Now your students will have access to your Course Room or any scheduled meetings that you have. They will also be able to click the menu in the Collaborate frame and choose “Recordings.”

