**In order for students to access Collaborate, you will need to add the tool to a content area. Here’s how:**



**1) Click the Plus sign at the top of the course menu,
and select “Content Area”.**

**2) Type in the name “Blackboard Collaborate Ultra”, check “Available to Users”, then submit.**

**3) Select “Blackboard Collaborate Ultra” from the course menu. Select “Tools” > “Blackboard Collaborate Ultra Experience”, then type in the name and click Submit.**



**4) Now that the tool is available to students, they will need to the click on the link “Blackboard Collaborate Ultra” to access it.**



**5) Instructor will need to create a meeting session in order for students to join.**

To learn more about Collaborate, please visit:

<https://support.class.com/s/collaborate?language=en_US&articlenumber=kA08a000000E6XDCA0&callchild=true&isload=true>

Your students can learn how to use Collaborate from this link:

<https://support.class.com/s/collaborate?language=en_US&articlenumber=kA08a000000E6d1CAC&callchild=true&isload=true>