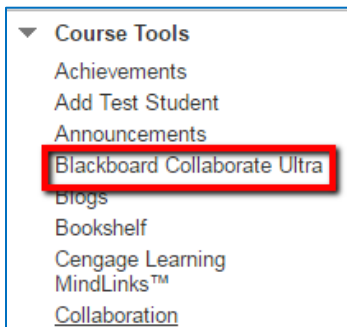


Collaborate Ultra: Room Access

Each course or organization on UST's Blackboard system will have exactly one Course Room. The gateway to that room is the Blackboard Collaborate Ultra page. Students can click the **Join room** link, if it is active, for access to the Course Room, or links to individual sessions. Instructors can use this page to administer the Course Room, create sessions with defined time frames, and manage recordings of conferences.

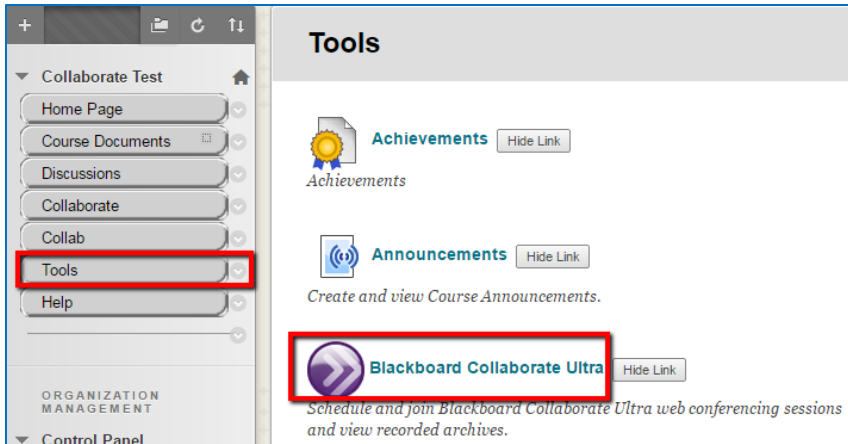
Instructor Access

To navigate to the Blackboard Collaborate Ultra page, instructors in courses may expand the Control Panel, click the **Course Tools** link, and select **Blackboard Collaborate Ultra**. Leaders in organizations can find the same link in the **Organization Tools** Control Panel.



Tools Area

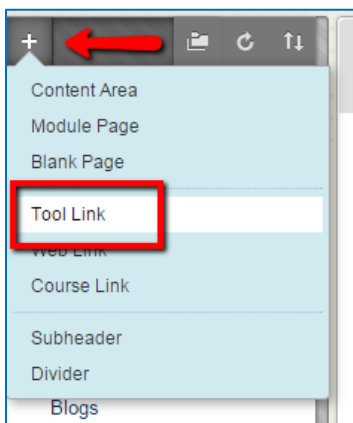
If your Course Menu or Organization Menu has a link to the Tools Area, click that link. On the Tools Area itself, click **Blackboard Collaborate Ultra**. If the **Tools** link is available to students, they can get to the room the same way.



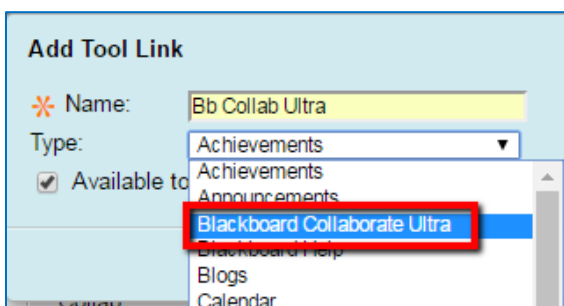
Direct Link on the Course or Organization Menu

To provide a link for students to the Blackboard Collaborate page on the Course or Organization Menu:

1. At the top of the Course Menu, point to the **Add Menu Item** icon (+), and select **Tool Link**.



2. Type a **Name** for the link, such as *Blackboard Collaborate*.
3. For the **Type**, select **Blackboard Collaborate Ultra**.



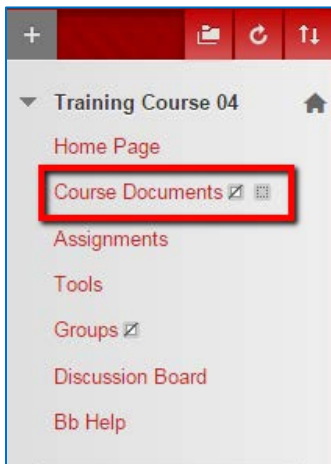
4. Make the link available to students, if that is appropriate, and click **Submit**.

5. Drag and drop the link into the most advantageous position on the Course Menu.

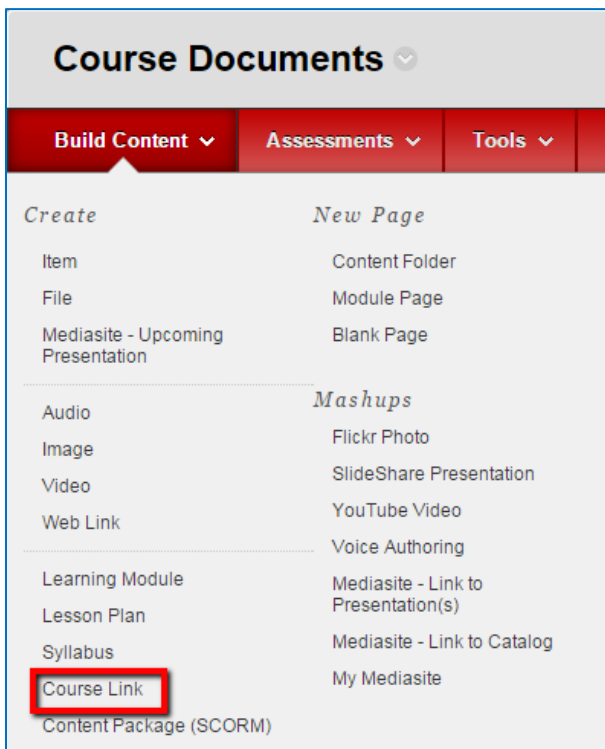
Course Link in a Content Area

To add a link to the Blackboard Collaborate page in any content area:

1. Navigate via a link on the Course or Organization menu to any content area. If you intend to place the link in a folder within that content area, click on the title of the folder as well.



2. Point to the **Build Content** button on the Action Bar, and select **Course Link**.



3. On the Create Course Link page, click the **Browse** button.

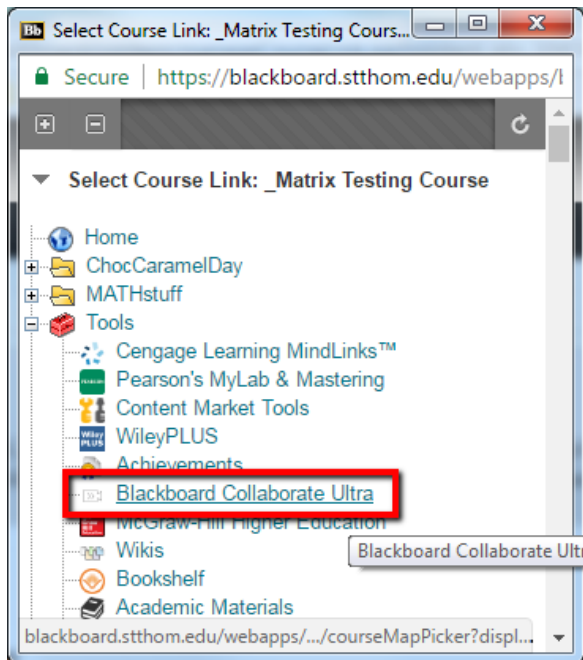
COURSE LINK INFORMATION

* Choose Item

* Name

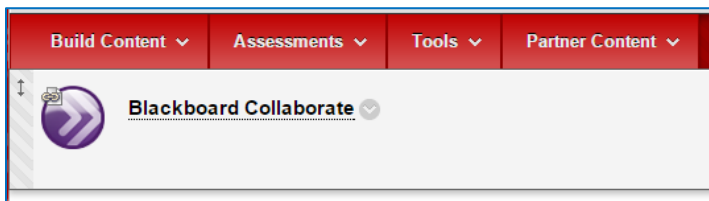
* Location

- In the Select Course Link window, scroll down to the Tools section of the tree-view. Toward the bottom of that section, click **Blackboard Collaborate Ultra**.



- The window disappears, and the required **Name** and **Location** fields are populated with the correct information; you may change the name if you wish.
- Add a **Description** if necessary, set Standard Options as needed, and click **Submit**.

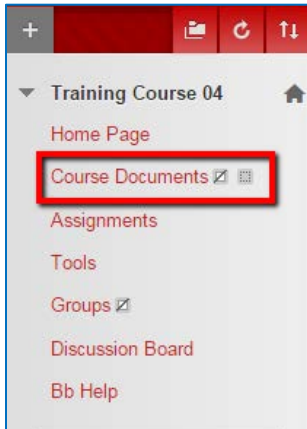
- Move the Course Link to the most advantageous position within the content area.



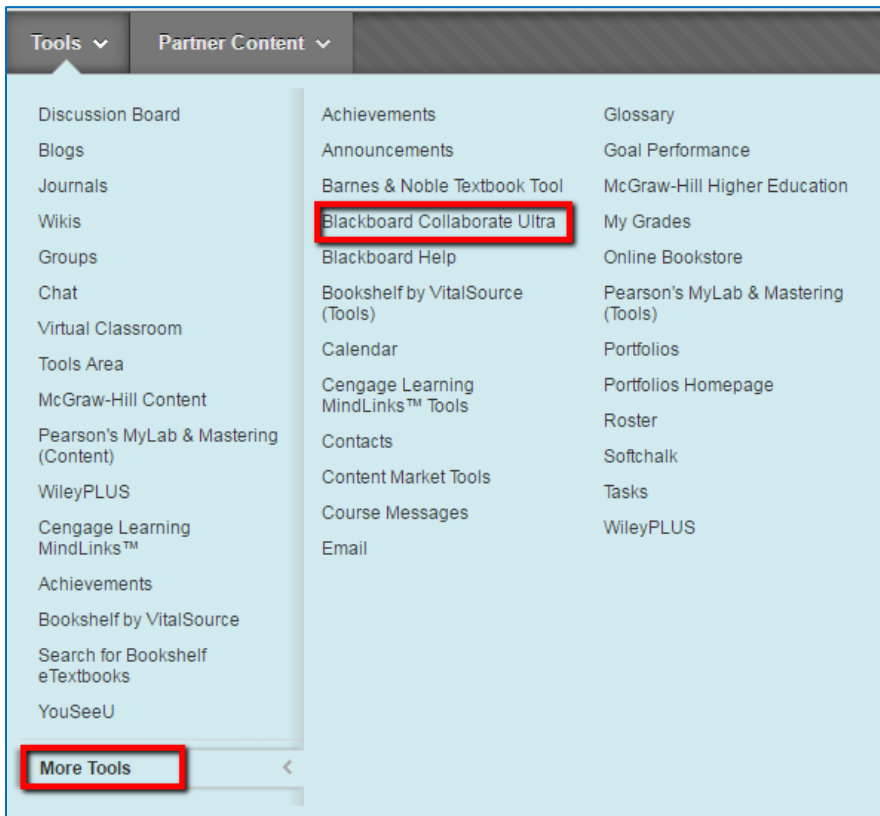
Tool Link in a Content Area

To add a link to the Blackboard Collaborate page in any content area:

1. Navigate via a link on the Course or Organization menu to any content area. If you intend to place the link in a folder within that content area, click on the title of the folder as well.



2. Point to the **Tools** button on the Action Bar, click **More Tools** at the bottom, and select **Blackboard Collaborate Ultra** from the expanded menu.



3. On the Create Link page, set properties as desired, including **Link Name** and **Date Restrictions**, and click **Submit**.



4. Move the link to the desired location.

