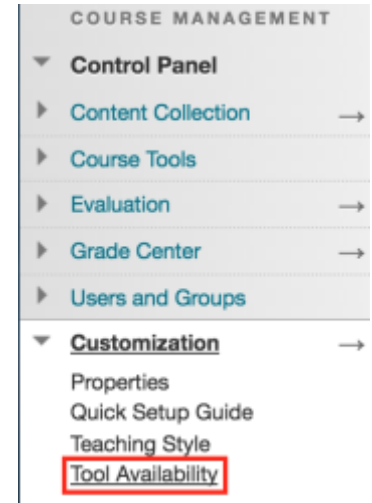


Enable Blackboard Collaborate Ultra

- 1) In your Blackboard course, navigate to the **Control Panel**.
- 2) Click **Customization** and select **Tool Availability**.
- 3) On the Tool Availability page, **uncheck** all boxes next to Blackboard Collaborate and **check** the box next to **Blackboard Collaborate Ultra**.



Blackboard Collaborate Course Room	<input type="checkbox"/>
Blackboard Collaborate MashUp	<input type="checkbox"/>
Blackboard Collaborate My Room	<input type="checkbox"/>
Blackboard Collaborate Scheduling Manager	<input type="checkbox"/>
Blackboard Collaborate Ultra	<input checked="" type="checkbox"/>

- 4) **Submit** the page. You and your students can now access Blackboard Collaborate Ultra from the Tools area on your course menu.

You can also provide a link to **Blackboard Collaborate Ultra** directly to the course menu.

1. Click **+** at the top left corner of your Course Menu.
2. Choose **Tool Link**.
3. In the drop-down menu, choose **Blackboard Collaborate Ultra**.
4. Enter a **Name** in the text box and check the box next to **Available to Users**.
5. Click **Submit**.