ACADEMIC TECHNOLOGY (ITS)

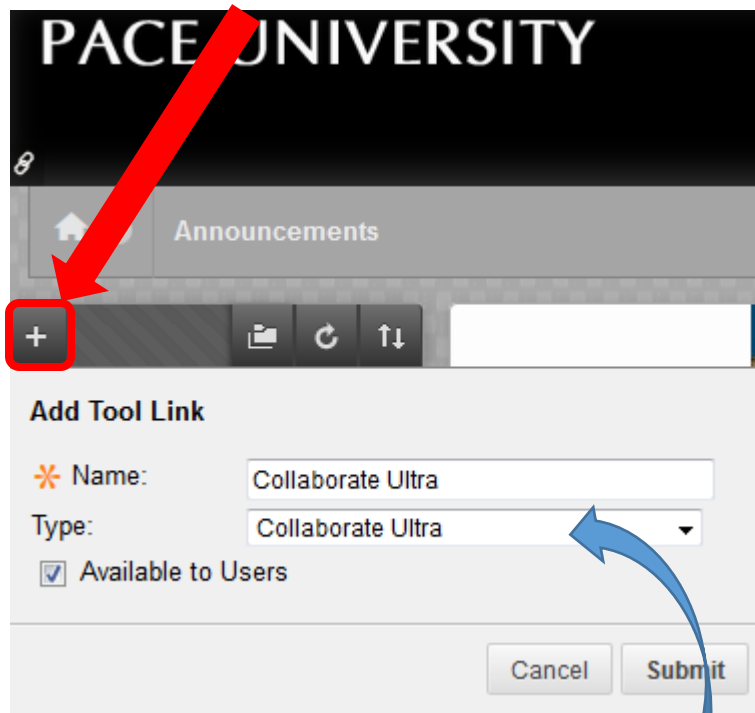PACE UNIVERSITY
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TUTORIAL

COLLABORATE ULTRA TOOL LINK

This illustrates how to add a Collaborate Ultra tool link to your Blackboard course.

1. Log in to your Blackboard course.

2. Click the plus sign (+) above your list of course menu items and select Tool Link.

3. Enter a name such as Collaborate Ultra.

4. Select Collaborate Ultra as the type of tool link.

5. Check the check box to make the item available to users and hit Submit.

6. The tool link will be at the bottom of the menu list. Hover your mouse over the link title to reveal the arrows to the left of the title. Click the arrows and drag the tool link up to your desired location.