



# Flexible Learning - Blackboard Collaborate

## Adding Collaborate Menu Item in Blackboard

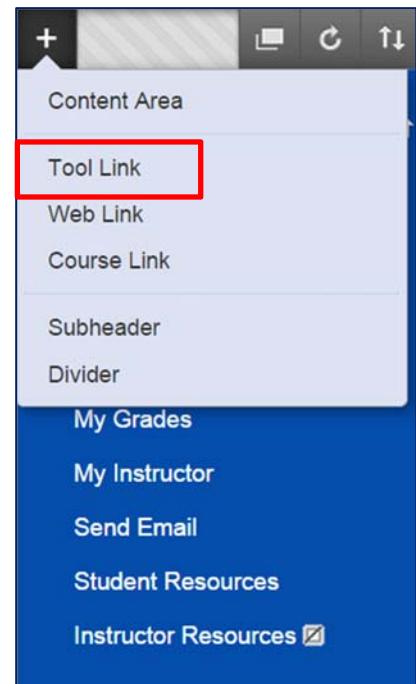
Starting with the Spring 2016 Semester, all computer conference courses will be populated with a new menu item which can be used to access Blackboard Collaborate. If teaching a course that is not officially a computer conference course but wish to utilize this tool, it can be added by following the directions below.

1. Hover over the plus icon  located above the standard NTC menu. Click on **Tool Link**.

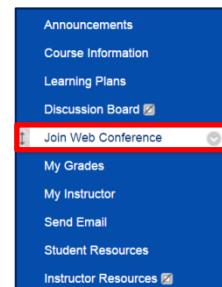
2. The **Add Tool Link** box will display. Enter **Join Web Conference** in the Name field, select **Blackboard Collaborate Scheduling Manager** for **Type** and select **Available to Users**. Click **Submit**.

**Add Tool Link**

>Name:	Join Web Conference
Type:	Blackboard Collaborate Scheduling Manager
<input checked="" type="checkbox"/> Available to Users	
<b>Cancel</b> <b>Submit</b>	



3. The **Join Web Conference** menu item will now display. Place the **Join Web Conference** menu item under the **Discussion Board** menu item by clicking to the left of the menu item and dragging it into place.



4. Instructors and students can now join the Collaborate session by clicking on the **Join Web Conference** menu item and clicking **Join Room** on the Blackboard Collaborate page.

