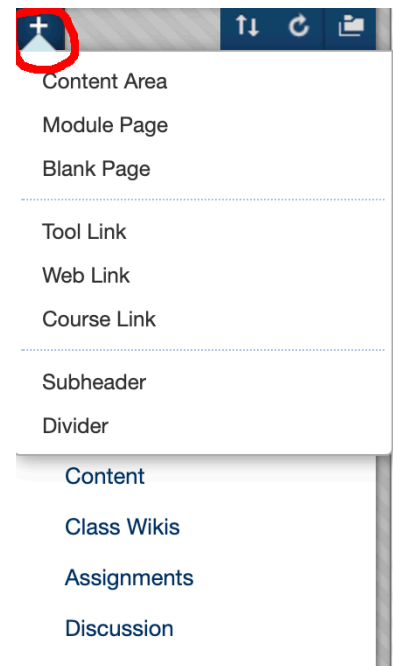# Use Collaborate

- Blackboard Collaborate Ultra is the web conferencing tool that you can use inside your class website for a live video chat with your students. You can use this to host weekly online office hours for each class, or to deliver some lecture/discussions, or to host a Q&A with students.

Add a Collaborate link to your course menu

- Collaborate is not among the default course menu items, so first you'll need to add it to your course menu so students can access it. Here's how:

1. At the top left of your course menu, above your course name and section, click the **+** symbol.

2. Select Tool Link.

3. Use the drop-down menu to select Blackboard Collaborate Ultra.
4. Type a name that would make sense to your students. For example, if you're using it to deliver some portion of your lectures, you might name it Live Lectures. Or maybe call it Live Video Chat, or Online Office Hours.

5. Check Available to Users.

6. Click Submit. Blackboard will add this to the bottom of your course menu, but you might move it up so students can see it.

Creating sessions in Collaborate

1. Click your Collaborate link (whatever you've named it), then click Create Session.

2. In the screen at right, name your session in the purple box at the top. It might be 3/31 Lecture on Geologic Time, or Lecture on Logical Fallacies, or Week 8 Office Hours.

3. Set the start and end dates and times, and determine how much time you'll give students for early entry, etc., then click Save.

- When it's time for your session, come back to this space, double click the name of your session, then click Join Session. Your computer should automatically search for and ask you to turn on your audio and video. Click yes, so your students can hear and see you—and you'll need to tell your students to do the same. More information is on the Blackboard Help website.