

## Blackboard: Enable Collaborate Content Area

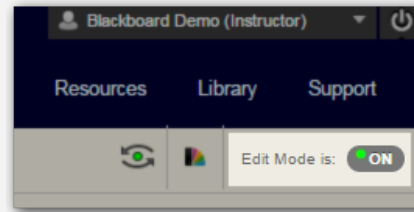
Collaborate Ultra has been made added to your course. Before the tool can be used in your course, you must make it available to your students. Use these instructions to complete this quick process.

### Blackboard

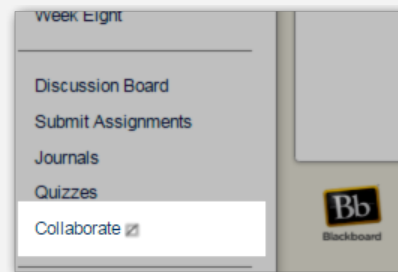
1. If Collaborate Ultra is an option for your class, you will see a hidden **Collaborate** link in your course sidebar menu.
2. You can determine the item is hidden by the presence of a small box with a diagonal line through it.
3. Ensure *Edit Mode* is set to **ON**.
4. Locate the hidden **Collaborate** link in your course sidebar menu.  
*You will not see this menu item unless you have enabled Edit Mode.*
5. Hover your mouse pointer over the link to reveal the contextual menu button.
6. Select this button to reveal menu options.
7. From the available menu options presented, select **Show Link**.
8. This action will trigger a page refresh in your web browser.
9. After the page refresh, locate the *Collaborate* link in your course sidebar menu and confirm that it is visible.

Once the content area is made available to your students, you are ready to use Collaborate Ultra in your course! Support resources are available in the [Knowledge Base](#).

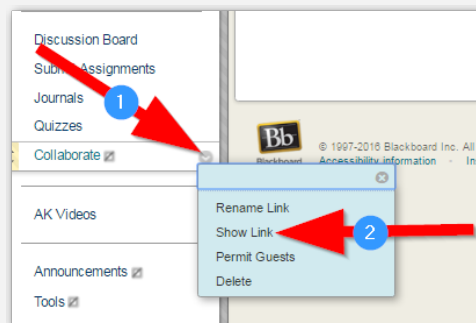
**Pro-Tip:** You can confirm the visibility of the Collaborate content area sidebar link by [using the Student Preview function](#).



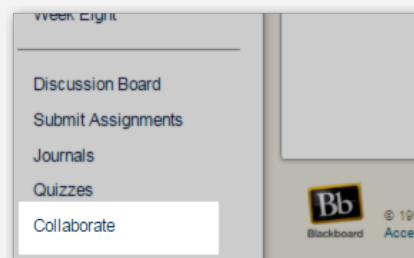
Within your course, set Edit Mode to ON.



The location of the hidden Collaborate link may not be in the same area of your course sidebar menu as pictured above.



Hover to reveal the contextual menu (1) and then select **Show Link** (2) from the available options.



Absence of the "hidden" marker indicates that the link is visible to students in the course.