Add your Collaborate Room Link to Content in D2L – Blackboard Collaborate Ultra Tutorial
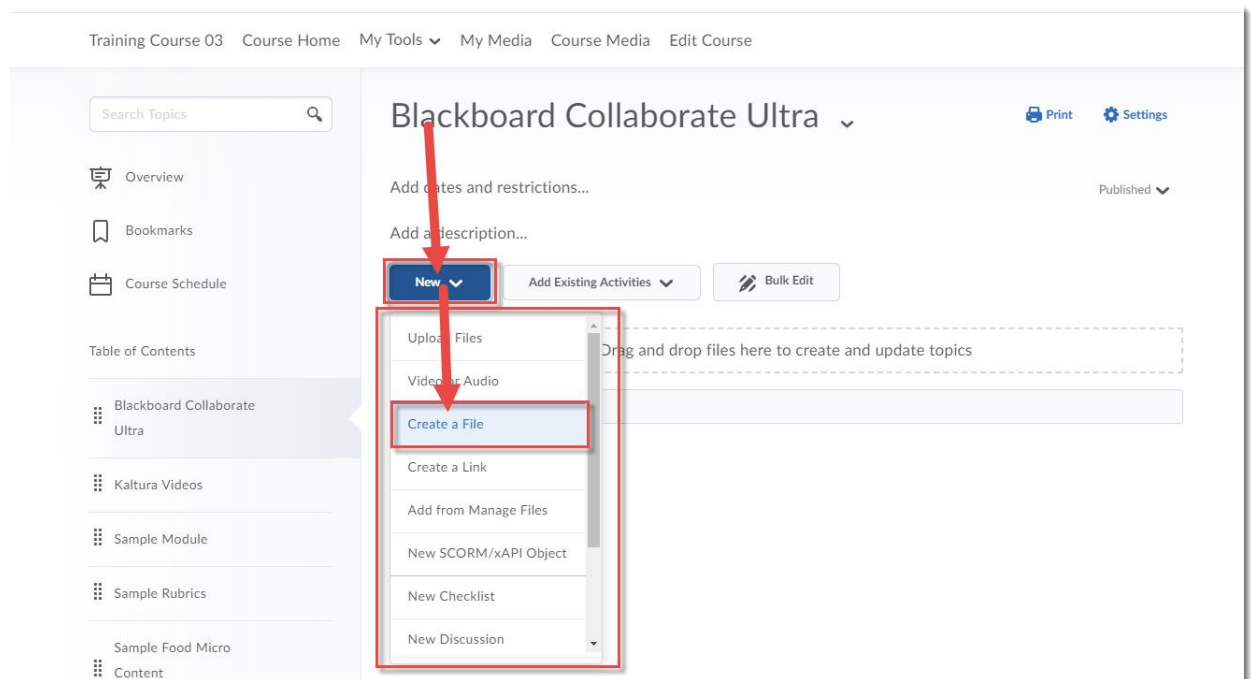
This tutorial is designed for faculty who have previous experience using the **Content** tool in D2L, and who have had some experience with Collaborate (e.g., attended an information session or a hands-on session). For further information, please contact elearning@camosun.ca for assistance.
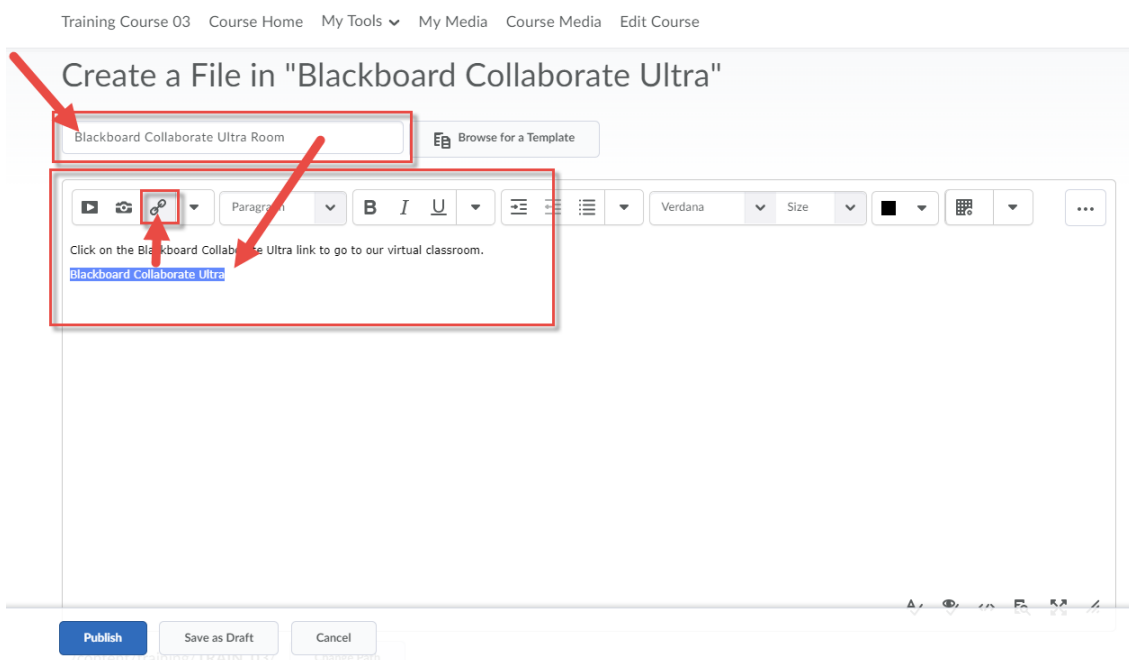
Scenario

This tutorial will cover the steps involved when you wish to set up a link to the main Collaborate room in your D2L course either into the HTML editor (for example, in **News** item or a **Content** page), or as a Topic link in the **Content** tool.

Steps for Linking to your Collaborate Room in a Content Page (HTML editor)
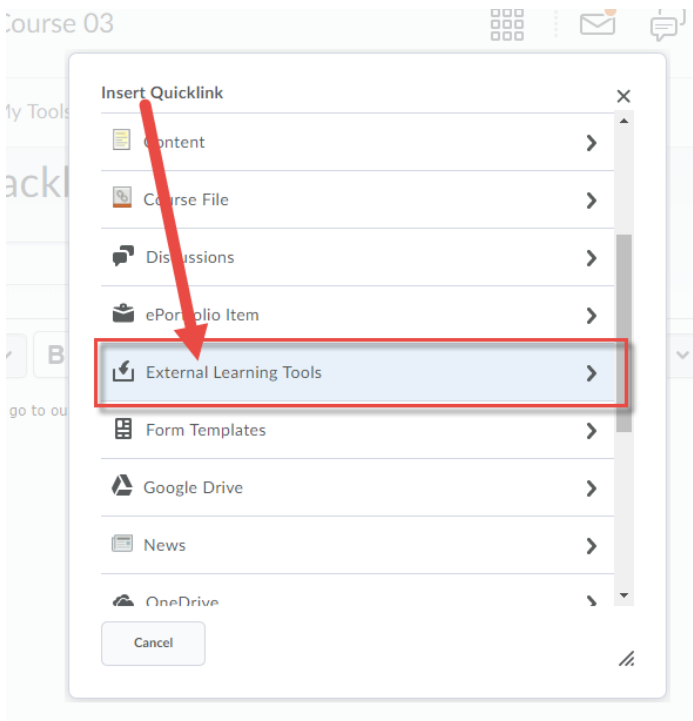
1. Go the **Content** tool in your D2L course.
2. Click on the title of the Module you want to add the Collaborate room to, or create a New Module.
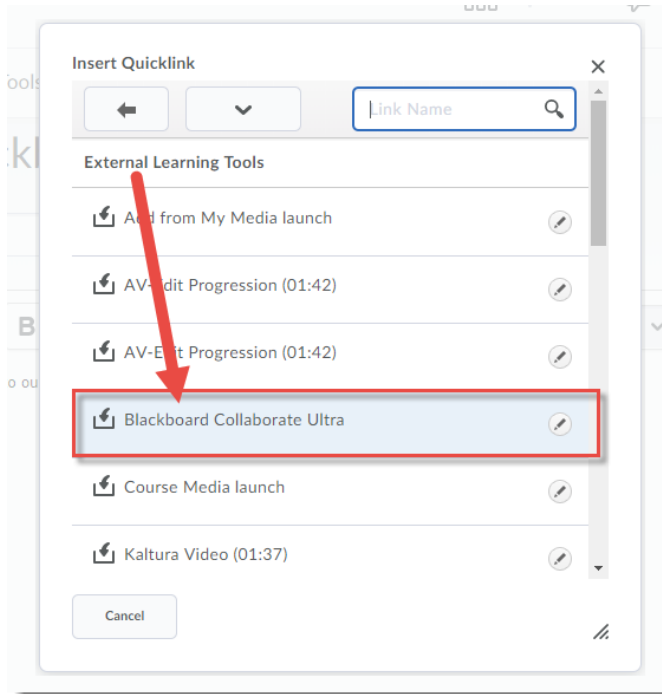3. Click **New** and select **Create a File.**

4. Add a **Title**, then add contextual and/or instructional text into the HTML editor box. Highlight the words you want to link your Collaborate room to, and click the **Quicklink** icon.
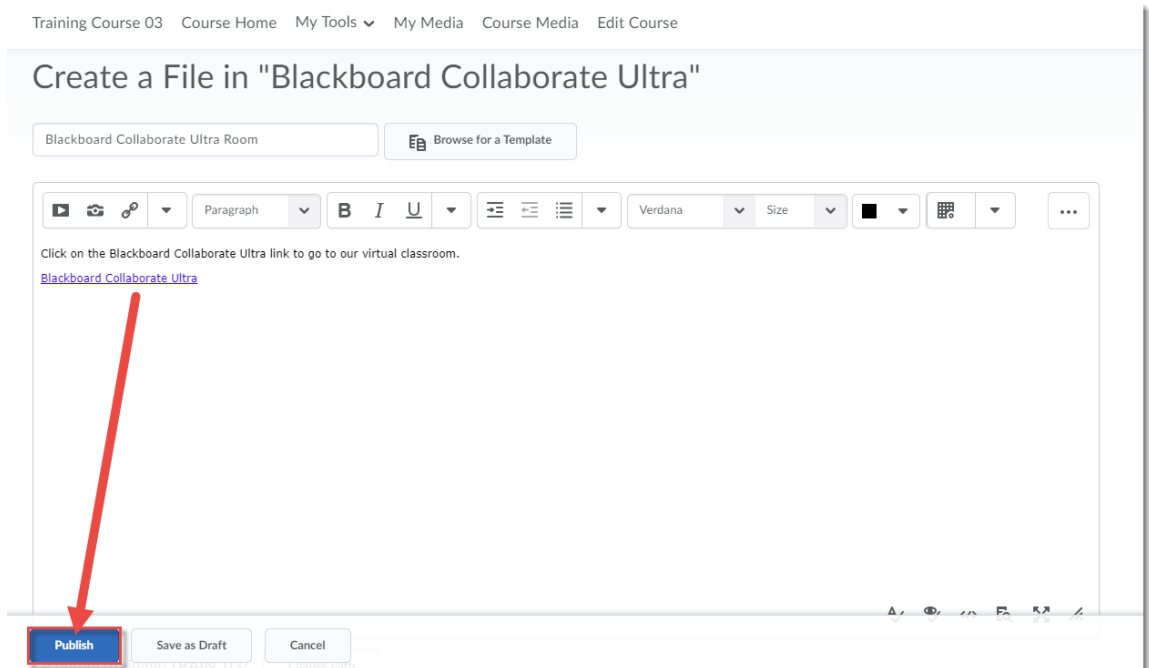

5. Select **External Learning Tools** (you may need to scroll down in the list).
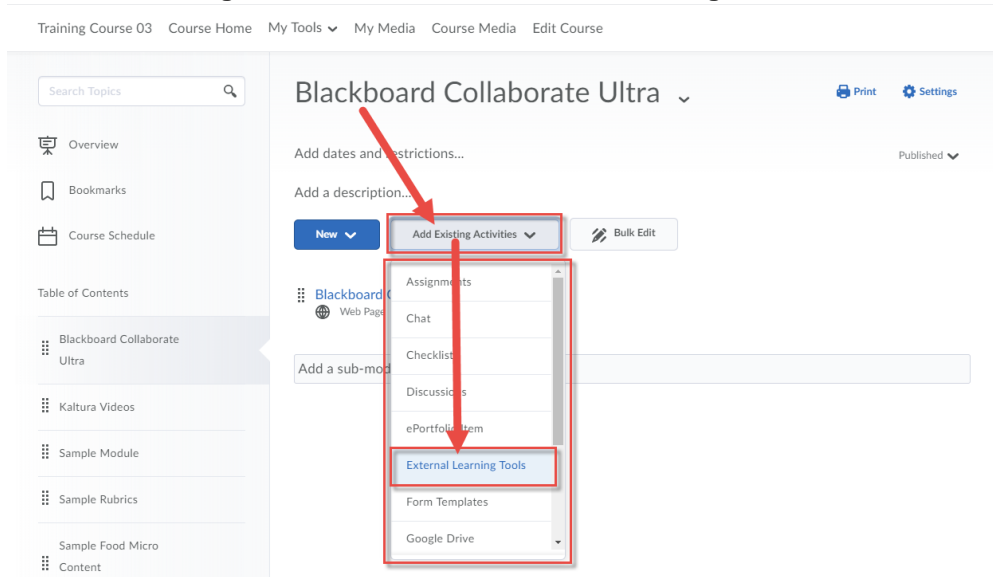
6. Select **Blackboard Collaborate Ultra**.

7. The link to your Collaborate room has now been created. Click **Publish**. When you click on the link in the page you just created, and your Collaborate room (named for the D2L course) will appear.
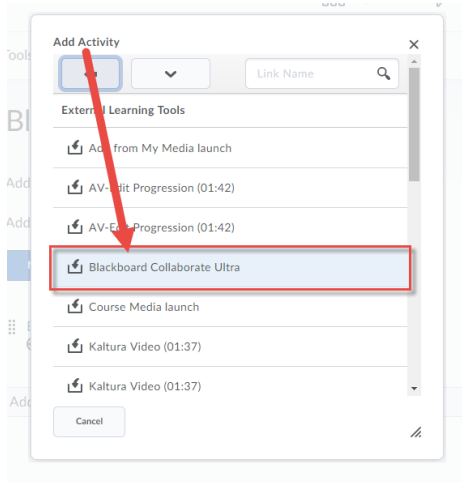
Steps for Adding your Collaborate Room as a Content Topic (HTML editor)

1. Go the **Content** tool in your D2L course.

2. Click on the title of the Module you want to add your Collaborate room to, or create a New Module.

3. Click **Add Existing Activities** and select **External Learning Tools**.

4. Select **Blackboard Collaborate Ultra**.

5. The link to your Collaborate room has now been created, and when you click the link, your Collaborate room (named for your D2L course) will appear.

Things to Remember

To create sessions within your Collaborate room, see the tutorial *Creating a Collaborate Session*. To link to those sessions themselves, see the tutorial *Adding a Collaborate Session Link in D2L Content*.