

Add a Collaborate Session Link in 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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to add a Guest link for a specific Collaborate Session using the HTML editor (for example, in **News** item or a **Content** page). For the purposes of this tutorial, we will add a Guest link to a Content page.

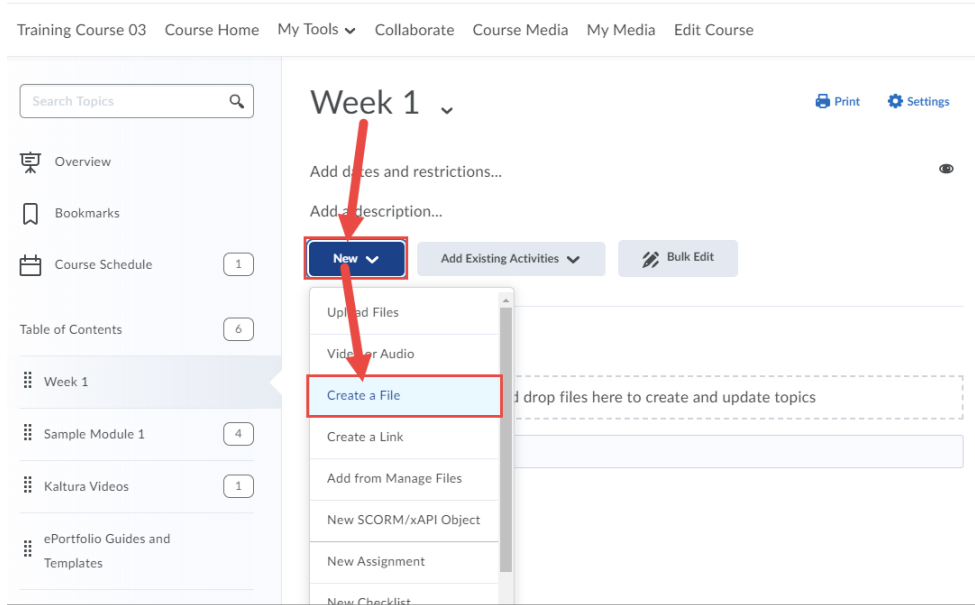
Steps

1. First, go to the **Collaborate** area in your course and click on the title of the Session you want to link to.
2. Click on **Copy** for your **Guest link**.

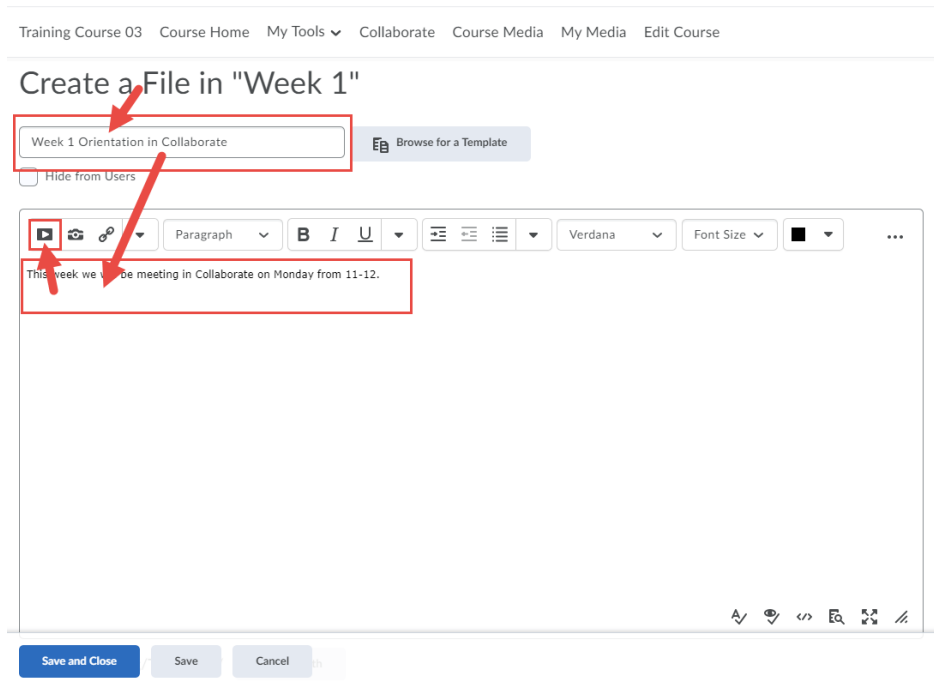
The screenshot displays the Blackboard Collaborate Ultra interface. On the left, a sidebar shows the course structure with 'Training Course 03 - Course Room' and 'Week 1 Orientation Session' (2020-08-25, 11:01 AM – 2020-08-25, 12:01 PM (in progress)). The main panel shows the 'Event Details' for the 'Week 1 Orientation Session'. A red arrow points to the 'Copy' button next to the 'Guest link' field, which contains the URL 'https://ca.bbcollab.cc'. Other visible fields include 'Anonymous dial in' (+1-250-370-4535, PIN: 679 974 3125), 'Dial In', 'Guest access' (checked), 'Guest role' (Participant), 'Start' (2020-08-25, 11:01 AM), and 'End' (2020-08-25, 12:01 PM). Buttons for 'Join session', 'Cancel', and 'Save' are also present.



3. Go the **Content** tool in your D2L course.
4. Click on the title of the Module you want to add the Collaborate session link to, or create a New Module.
5. Click **New** and select **Create a File**.

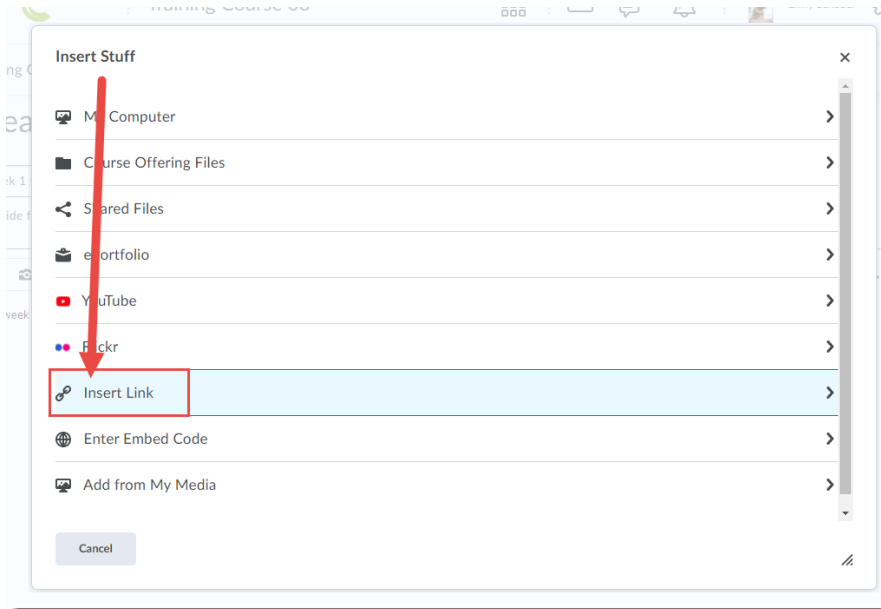


6. Add a **Title**, then add contextual and/or instructional text into the HTML editor box. Put your cursor where you would like to add your link, and click **Insert Stuff**.

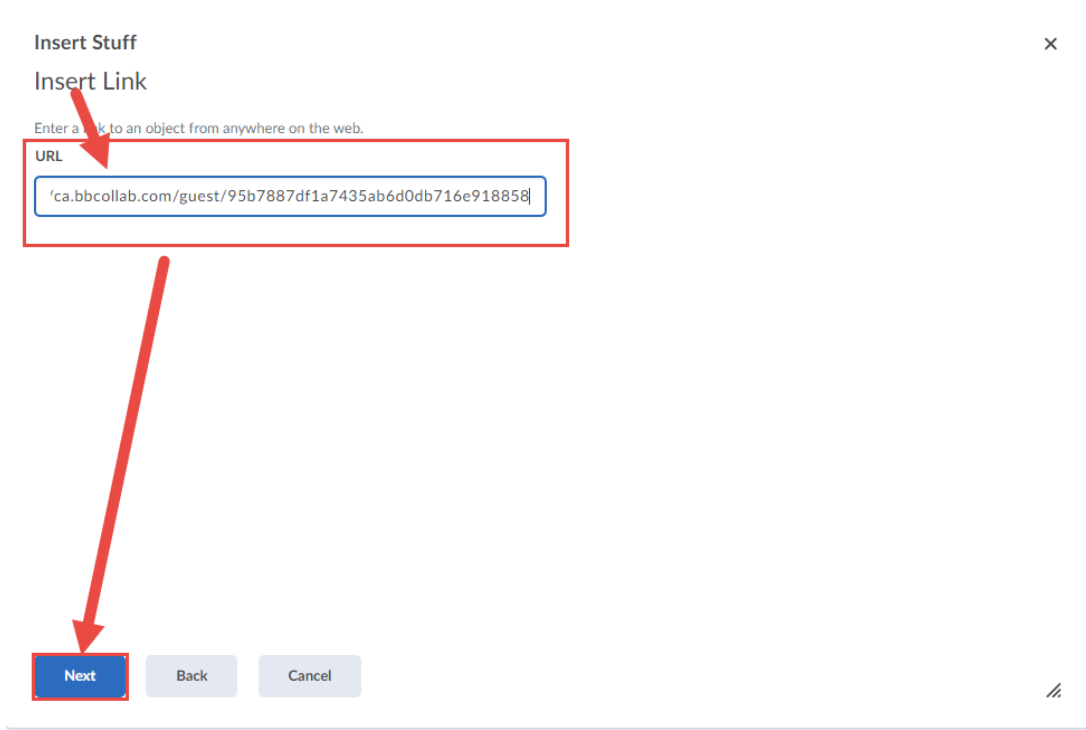


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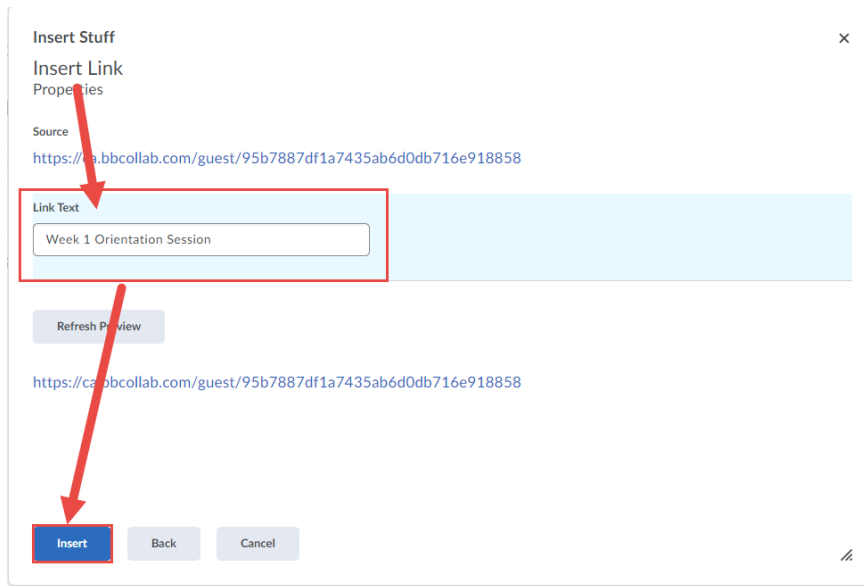
7. In the Insert Stuff pop-up, select **Insert Link**.



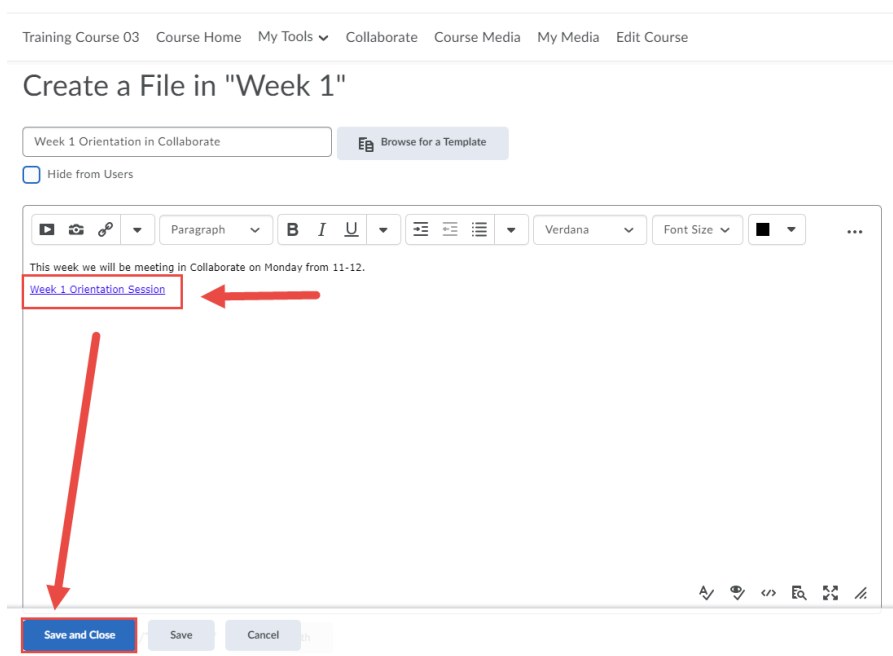
8. Paste the Session Guest link into the box and click **Next**.



9. Type the text you wish to be linked, for example, *Week 1 Orientation Session*. Click **Insert**.



10. The link to your Session Guest Link has now been created. Click **Save and Close**. When your students click on the link in the page you just created, the session will open for them.



Things to Remember

Adding direct links to sessions can help students who are new to navigating D2L. You can add session links in the way described in this tutorial to the HTML editor anywhere in D2L. To create sessions within your Blackboard Collaborate Ultra room, see the tutorial *Creating a Collaborate Session*,



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