

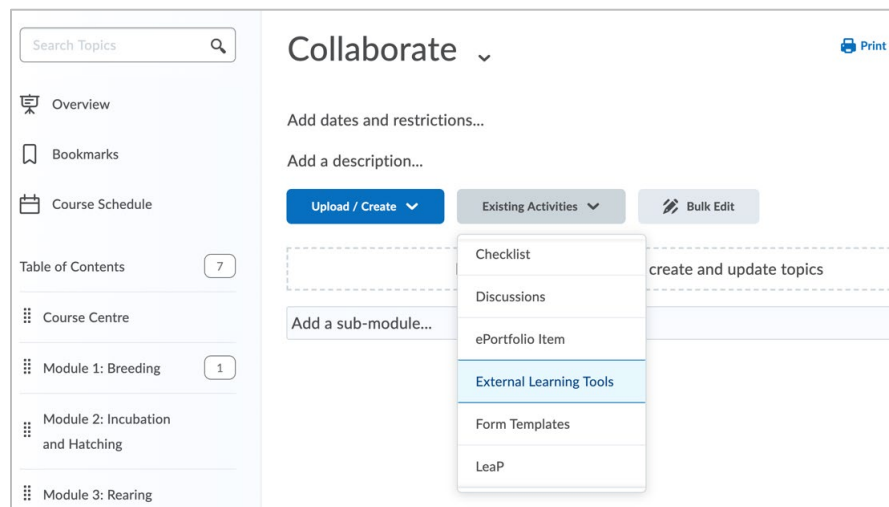


Linking Collaborate Ultra to Your Course

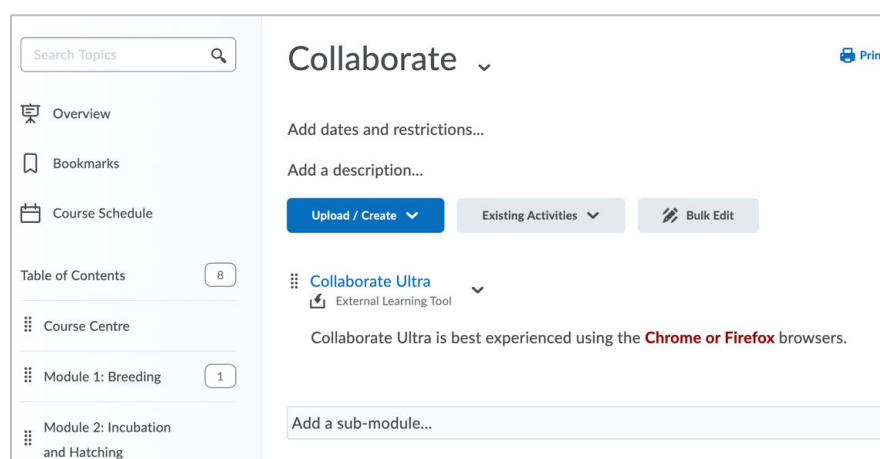
Collaborate Ultra is a real-time video (synchronous) video conferencing tool with a multitude of functions and settings, depending on the individual needs of a course. It is commonly used by instructors for virtual office hours and lectures. To use it in your course, you must first enable the integration between Brightspace and Collaborate Ultra.

To link Collaborate Ultra to your course:

1. Navigate to the module or sub-module that you wish for the Collaborate Ultra tool to be located. Choose the "Existing Activities" option, and from the dropdown menu, choose "External Learning Tools".

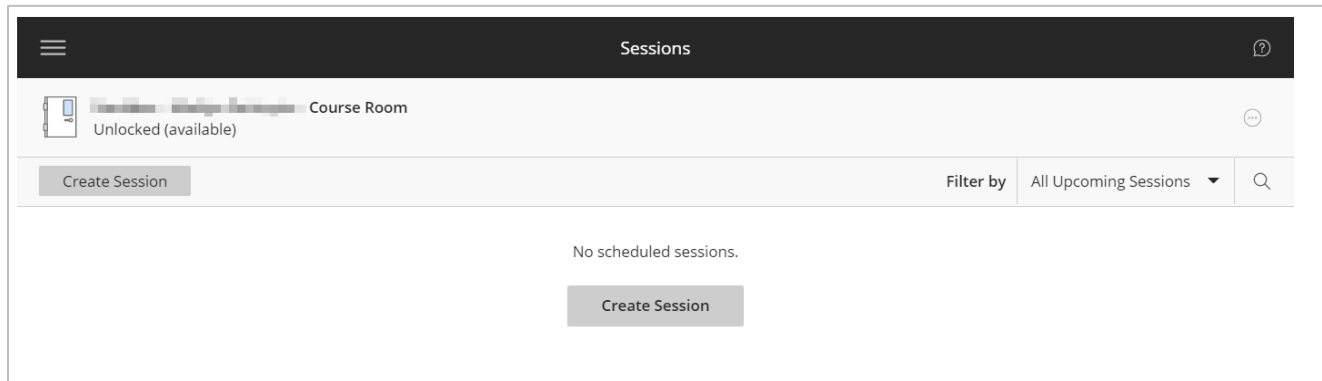


2. Select Collaborate Ultra.
3. The resulting module link will look like the following:





4. You can link Collaborate Ultra anywhere in your course, and it will always direct you and the student to the same space, as shown below:



5. The Course room (as shown in the screenshot above) is available to be used immediately. The course room as a meeting space is informal and without parameters, such as a start and end date. Typically, scheduled sessions are created at the start of the semester (i.e. office hours or tutorials). For instructions on how to create sessions within Collaborate Ultra please see our help resource document, [Creating a Collaborate Ultra Session](#).