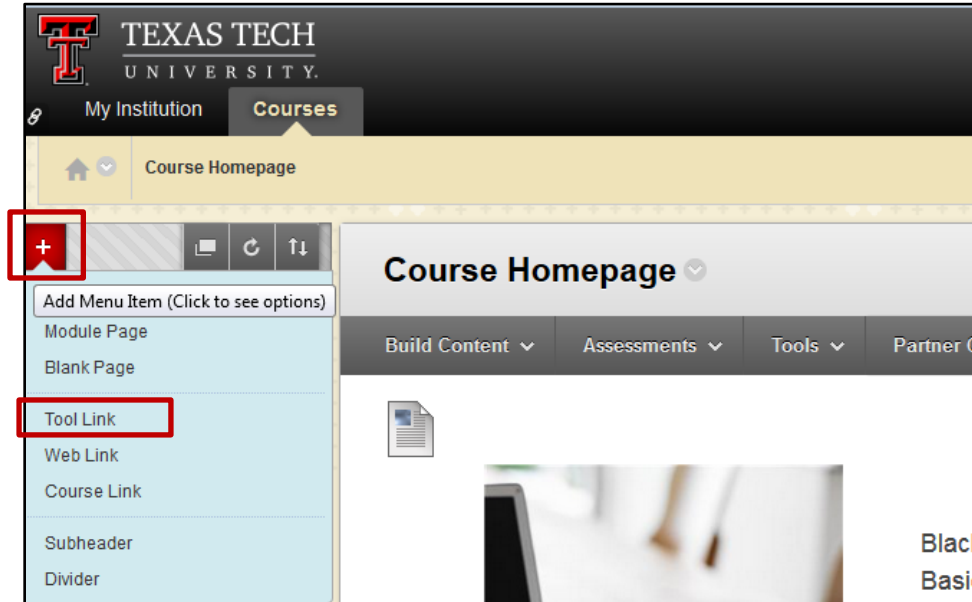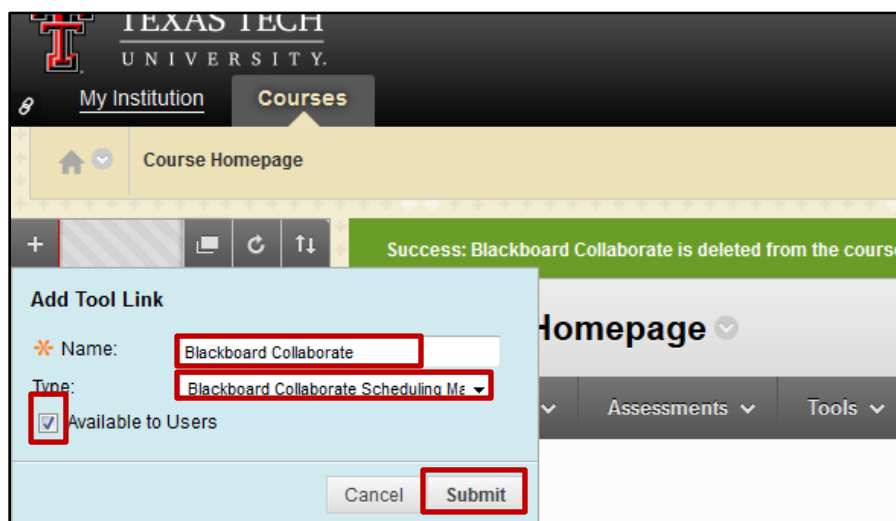# How to Create a Shortcut For Blackboard Collaborate

Step 1: Add a Tool Link shortcut to the Course Menu.

Step 2: Type in the name for the shortcut. On the dropdown menu, select Blackboard Collaborate Scheduling Manager. Make sure it is Available to Users. Then click Submit.

Last Updated: 3/30/2017
Questions? Contact us at blackboard@ttu.edu or 806-742-7227.

Page 1 of 2

You will see a shortcut "Blackboard Collaborate" in the menu bar. (Note that new shortcut links are automatically added to the bottom of the course menu. If needed, move the shortcut to the location on the menu where you want students to access the tool.)