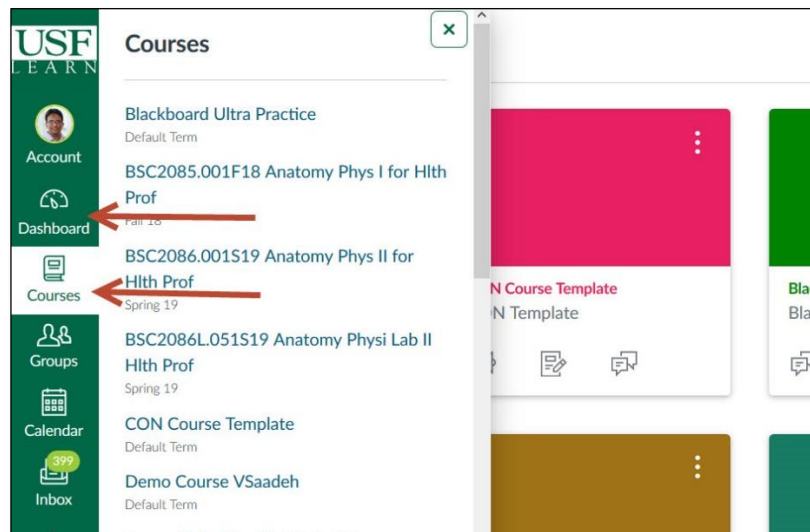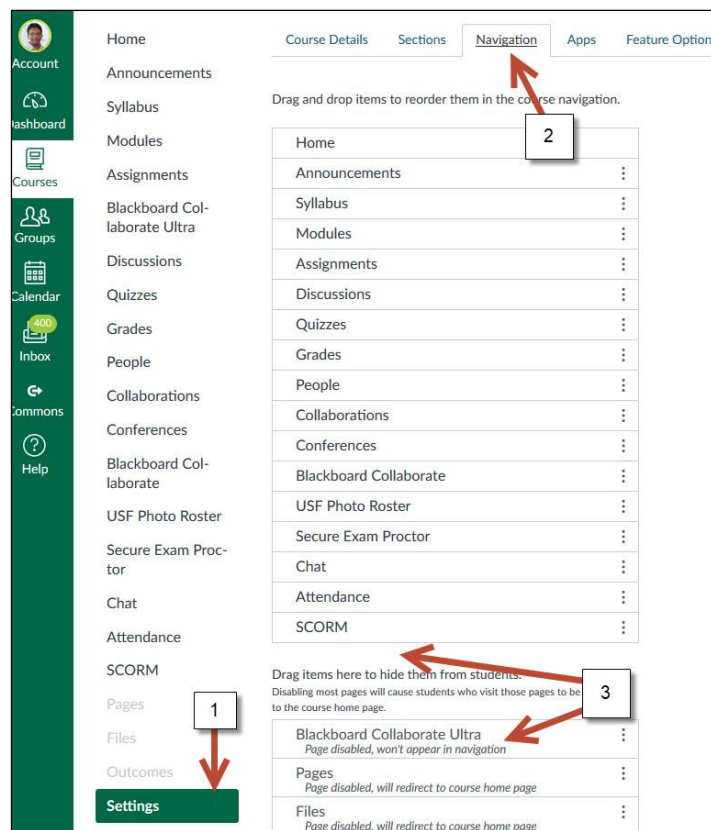Go to your Canvas course by clicking on the Dashboard or Courses tab.

1) Click **Settings.**

2) Click the **Navigation Tab.**

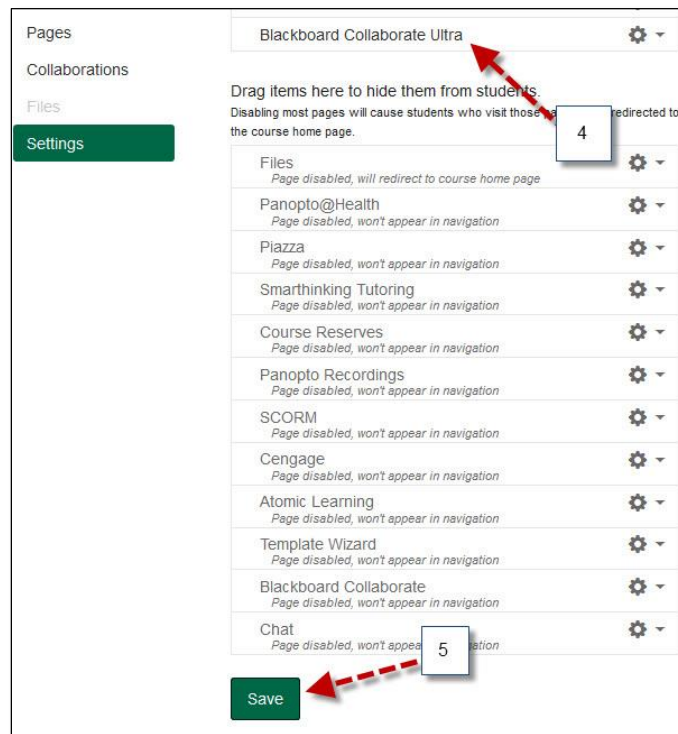**3) Click/hold** and **drag Blackboard Collaborate Ultra** link to the top section.

4) Make sure **Ultra** stays on the top section.

5) Save.

6) Blackboard Collaborate Ultra is now available in your course menu.