Add Blackboard Collaborate to your Blackboard menu

Step 1: Ensure that Edit Mode is ON.

Step 2: Go to Control Panel > Customisation > Tool Availability.

Step 3: From the course menu bar, roll your mouse over the honeycomb coloured (+) plus button and select Create Tool Link.
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Step 4: In the Name field, type Blackboard Collaborate and select Blackboard Collaborate Scheduling Manager from the drop down menu.

Step 5: Ensure that you check the Available to Users checkbox and click Submit.

Your new tool link will appear at the bottom of your menu bar.