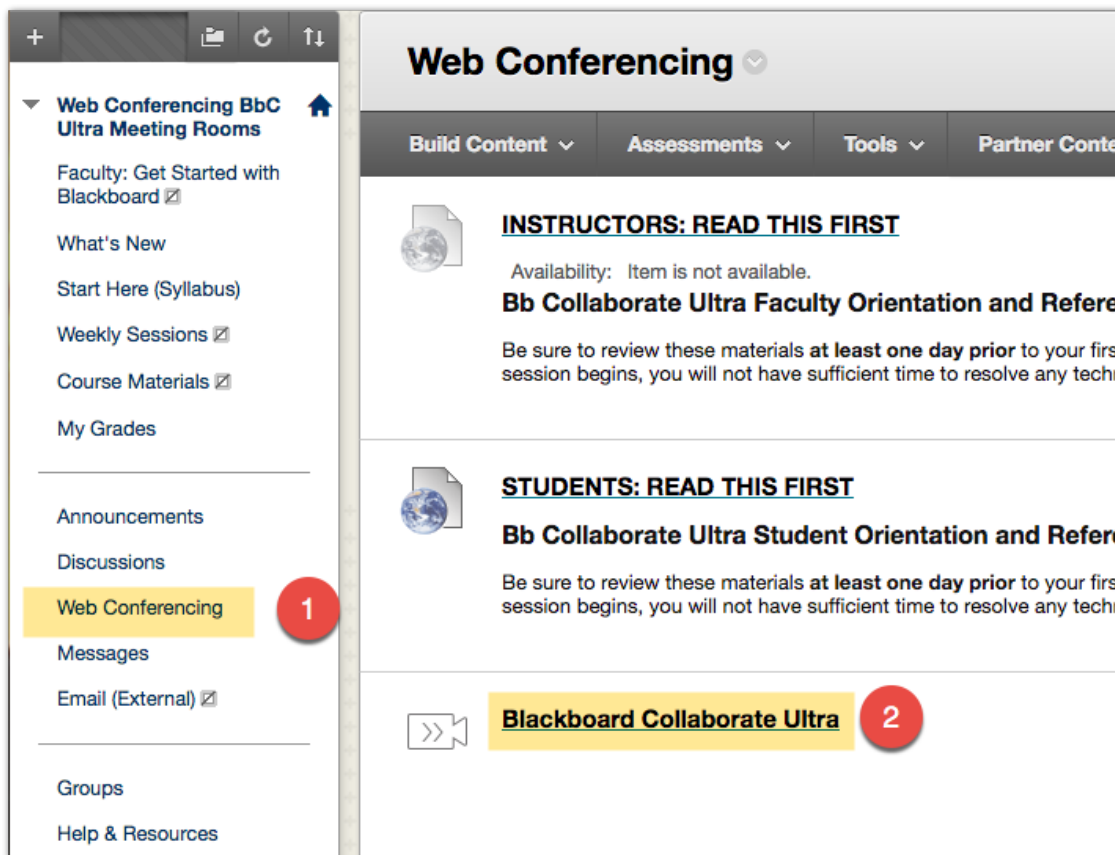


Providing Guest Access (faculty only)

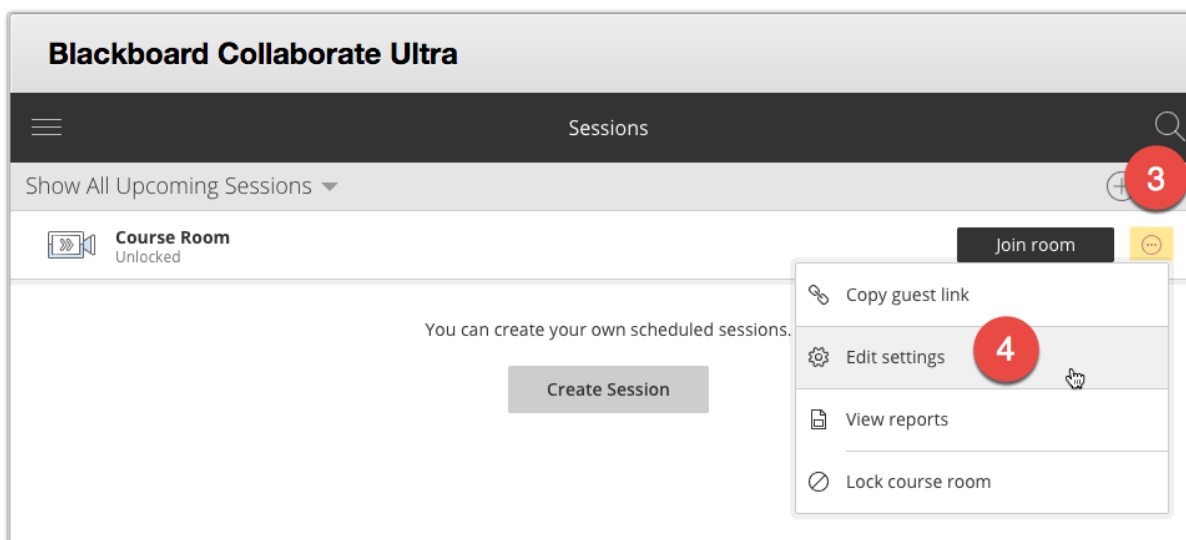
If you have a guest speaker in your class or want to have a joint course meeting with another course, follow these steps to provide guest access to your Collaborate Ultra room.

Setting the Guest Role and Obtaining the Guest Link

1. Click Web Conferencing in the Course Menu.
2. Click the Blackboard Collaborate Ultra link in the Web Conferencing content area.



3. Click the Course Options menu to the right of the Join Room button.
4. Select Edit Settings.



5. Click the Guest Role field and select from Participant, Presenter or Moderator.

Note: You would choose Participant if you are using your guest link for a joint session with another class. If you have a guest speaker, Presenter is most often used.

6. Click the copy button to the right of the Guest Link field.
7. Click Save.

Course Room

Guest access

Guest role 5 **Guest link** 6

✓ Participant
Presenter
Moderator

https://us.bcollab.com

Session Settings

Default Participant Role

Participant

Recording

Allow recording downloads

Anonymize chat messages

Moderator permissions

Show profile pictures for moderator only

Participants can:

Delete Save 7

8. Email the guest link to your intended guest(s).