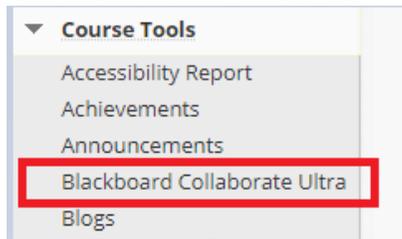


Adding a Guest to a Blackboard Collaborate Ultra Session

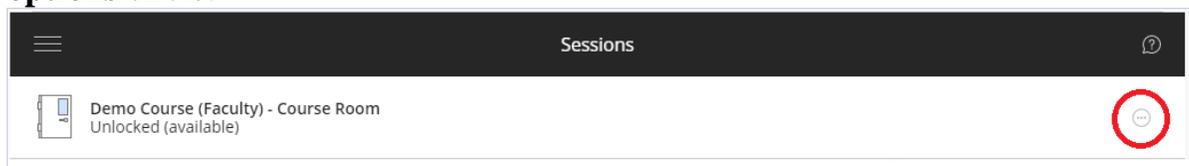
Steps to give unenrolled users guest access to a session in Blackboard Collaborate Ultra. Guests can be assigned one of three roles: Participant, Presenter, or Moderator. When they enter the Collaborate Session, they will appear as the name they manually type in.

To add a guest link to your Blackboard Collaborate Ultra session:

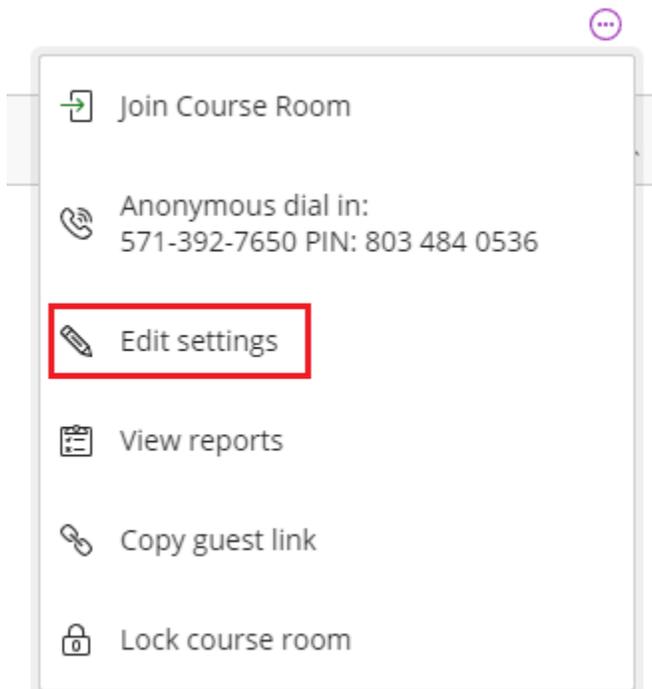
1. Click on the Blackboard Collaborate Ultra link under “Course tools.



2. To the right of the "Course Room" or the specific session, click on the **Session options** circle.



From the drop-down menu, select **Edit settings**.



3. Check the **Guest access** checkbox. From the "Guest role" drop-down menu, choose the appropriate Collaborate guest role. For guest lecturers, select "Presenter".

Guest access

Guest role: Presenter (selected)

Guest link: <https://us.bbcollab.cc>

4. Copy the "Guest link" by clicking the double square icon to the right of the link.

Guest access

Guest role: Presenter (selected)

Guest link: <https://us.bbcollab.cc>

5. Prior to the session, email the link to the individual(s) that you would like to give guest access to.