How to Share a Guest Link to a Blackboard Collaborate Ultra Session

Every Course Room or manually created Collaborate Ultra session allows you to share a Guest link with individuals not enrolled in your course on Blackboard. This allows you to bring in Guest Speakers, and the like, for your sessions. The following steps show how to allow Guest access to your sessions, and share the session links with your Guests.
1. Log in to the Course on Blackboard. Go to a Course Tools to locate *Blackboard Collaborate Ultra* in your course.
2. Click **Blackboard Collaborate Ultra**.
3. First, we should check if **Guest Access is enabled** in the session where you want to host a Guest Speaker. In this example, we will review if the default **Course Room** has **Guest Access** enabled but the process is the same for all manually created sessions.

Left Click the Options button **circled in green below**. Then click **Edit Settings**.
4. Click the box to the left of Guest Access to enable that feature. Notice that “Guest role” and “Guest link” appear below.
5. Click the box to the left of **Guest Access** to enable that feature. Here, **select what role you would like Guests to have for this session**.

*Participants* can be seen and heard via their webcams, but cannot present any material.

*Presenters* can show files like PowerPoint presentations from their device.

*Moderators* have the same level of access to tools as Instructors of the course.
6. Click the **symbol circled in red** under Guest link to copy the guest link which you will share with your Guests. After you copied the **Guest link**, please click **Save** (marked in green) on the bottom of the menu.
7. Now you can share the Guest link via an email, or whatever method of contact you use with your Guest. Guests simply have to click the link, and they will be brought to the web page below. Guests can join the session after they enter their names and click Join Session.