

# Blackboard Collaborate Ultra: Promote a Guest to a Captioner

Moderators can make any attendee in a Collaborate Ultra session a captioner. In this guide, we illustrate how to share a guest link to a session and change an attendee's role to make them a captioner.

## Enable Guest Access

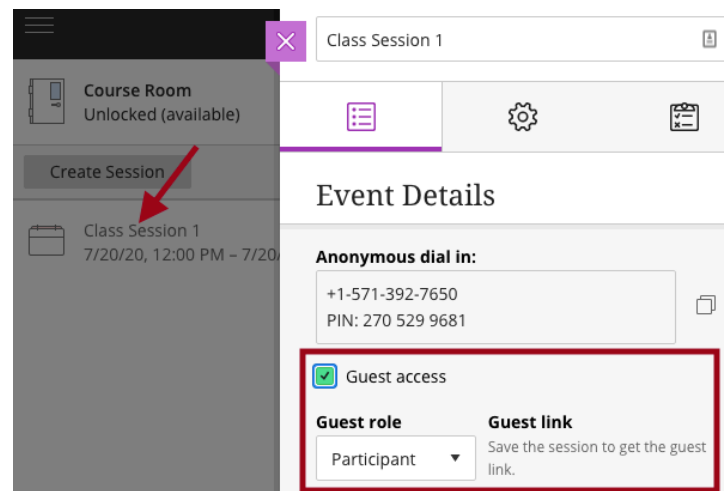
If your captioner does not have access to your Blackboard course, you must first create a guest link to the session to share with them so they can access it.

1. Open the Blackboard course and go to the **Collaborate Ultra** page.

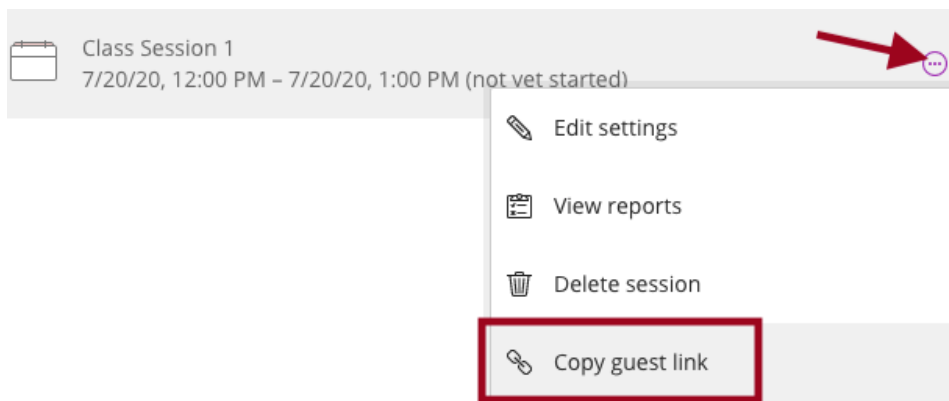
2. Click on the session that you want the guest captioner to join.

*Note: You can also enable guest access as you create a new session.*

3. In the session panel, select the checkbox for **Guest Access**, click **Save** at the bottom of the panel, and close the session panel.



4. Click the **Session Options** menu  for the session and select **Copy guest link**.



5. You can now send the guest link to a captioner and any other guests.

*Note: The guest link is a public link that can be used and shared by anyone who has it.*

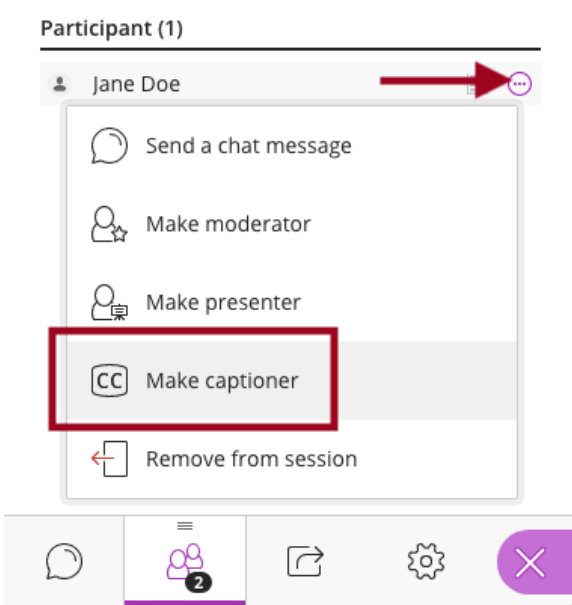
## Grant the Closed-Captioning Permission

Before an attendee can enter closed-captioning text during a session, a Moderator must explicitly assign them the Captioner role. An attendee's role can only be changed while they are present in the session.

1. After the captioner has joined the session, open the **Collaborate Panel**, and select the **Attendees** icon.

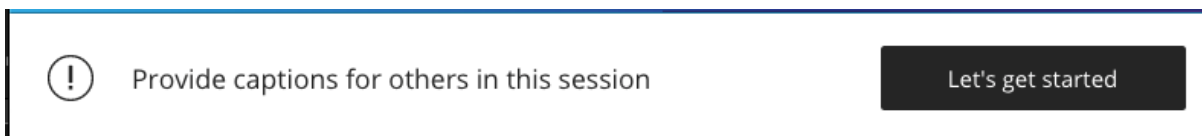


2. Next to the captioner's name, select the **Attendee Controls** , and select **Make captioner**.



3. The captioner will see a message indicating they can now provide captions for the session. To begin entering captioning text, they can click **Let's get started**.

*Note: Captions entered during the live session are included when the session is recorded.*



[Learn more about captions in Blackboard Collaborate Ultra.](#)