

Blackboard Collaborate Ultra: Invite Guests to a Session

To invite guests to participate or present in a Collaborate Ultra session, you must first enable guest access. Once enabled, you can copy a guest link to the session that you can share with guests.

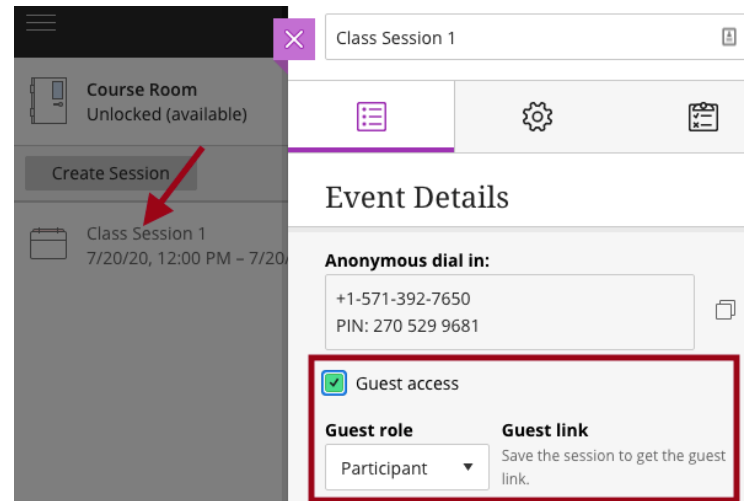
1. Open the Blackboard course and go to the **Collaborate Ultra** page.

2. Click on the session that you want the guest to join, and in the session panel, select the checkbox for **Guest access**.


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

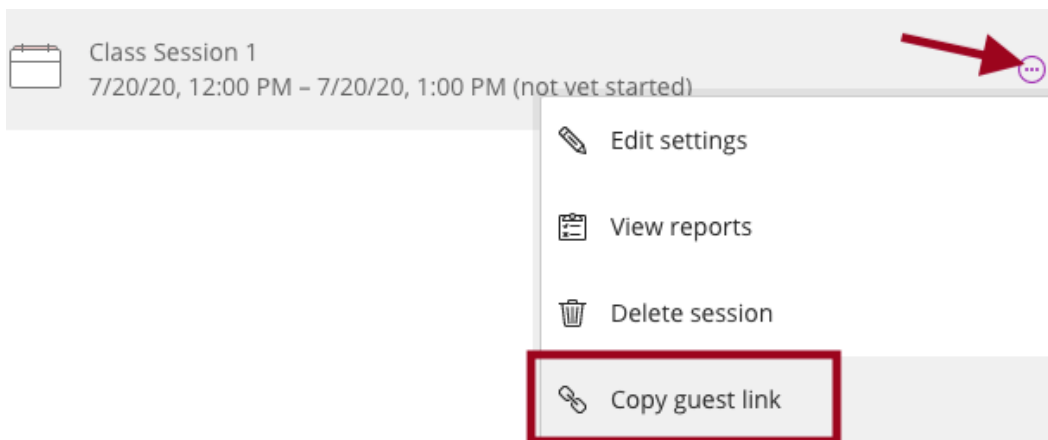
3. Optionally, change the **Guest role** to *Moderator* or *Presenter* to determine what they can do in the session.

Note: All guests join the session with the same role. You can change each attendee's role after they join the session.



4. Click **Save** at the bottom of the panel and then close the session panel.

5. To copy the guest link, click the **Session Options** menu  for the session and select **Copy guest link**.



6. You can now send the copied link to your guest(s).

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