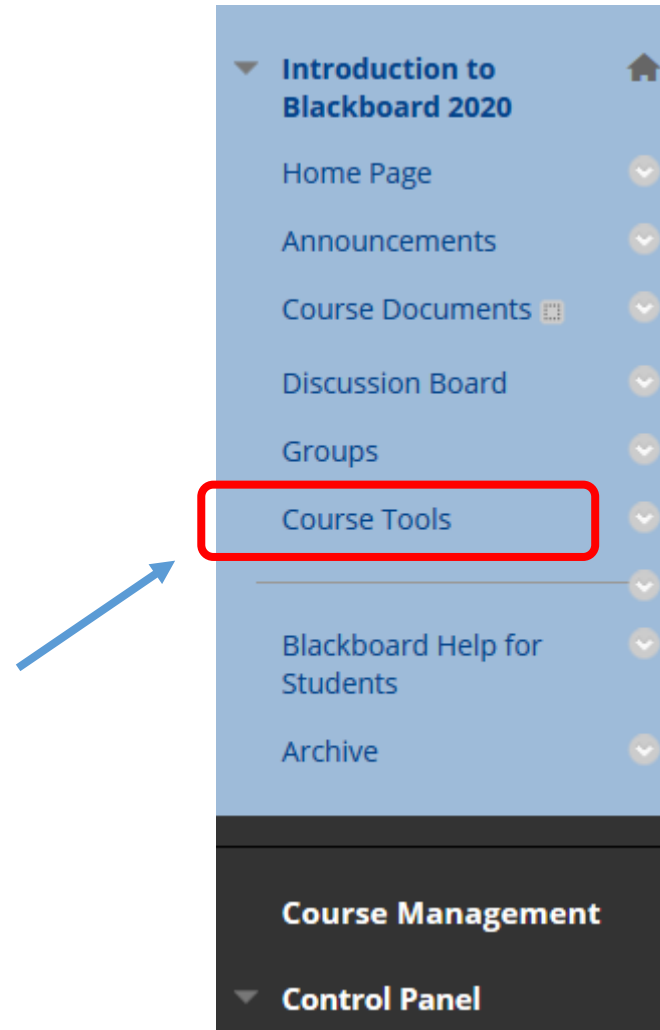




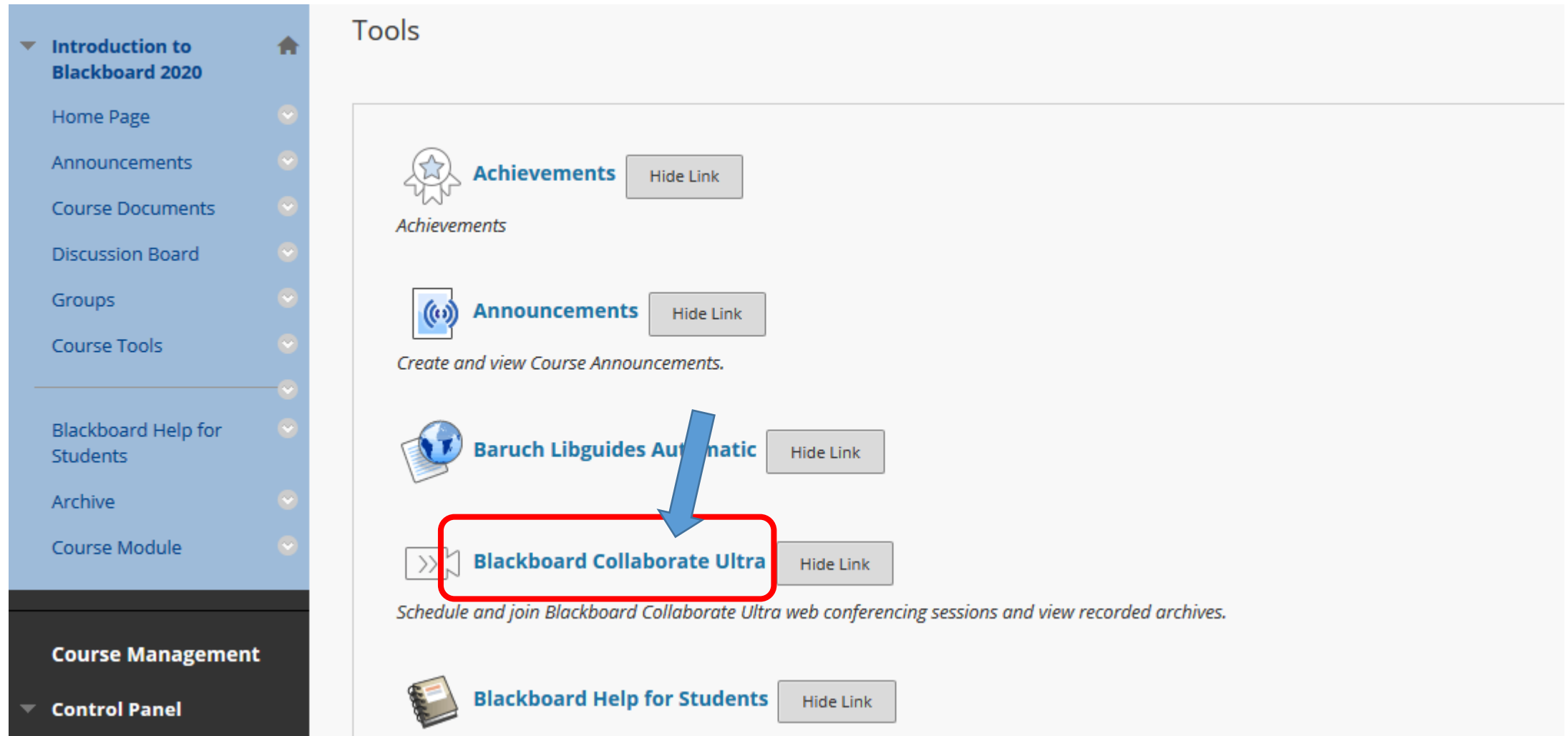
## How to Share a Guest Link to a Blackboard Collaborate Ultra Session

*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**.



The image shows a screenshot of the Blackboard interface. On the left is a navigation menu with the following items: Introduction to Blackboard 2020 (with a home icon), Home Page, Announcements, Course Documents, Discussion Board, Groups, Course Tools, Blackboard Help for Students, Archive, and Course Module. Below this menu is a 'Course Management' section and a 'Control Panel' section. The main area is titled 'Tools' and contains several tool cards. The 'Blackboard Collaborate Ultra' card is highlighted with a red rectangle and a blue arrow pointing to it. The other tool cards are: Achievements, Announcements, Baruch Libguides Automatic, and Blackboard Help for Students. Each card includes an icon, the tool name, and a 'Hide Link' button.

**Tools**

- Achievements** Hide Link  
*Achievements*
- Announcements** Hide Link  
*Create and view Course Announcements.*
- Baruch Libguides Automatic** Hide Link
- Blackboard Collaborate Ultra** Hide Link  
*Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.*
- Blackboard Help for Students** Hide Link

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**.

The screenshot displays the Blackboard Collaborate Ultra interface. At the top, the course name "Introduction to Blackboard 2020" and "Blackboard Collaborate Ultra" are visible. The "Edit Mode" is set to "ON". The left sidebar contains navigation options such as "Home Page", "Announcements", "Course Documents", "Discussion Board", "Groups", "Course Tools", "Blackboard Help for Students", "Archive", and "Course Module". The main content area shows the "Sessions" page with a "Course Room" that is "Unlocked (available)". Below this, a "Create Session" button is present. A "Week 1 Session" is listed for 8/3/20, 8:55 AM - 9:55 AM (in progress). A context menu is open over the "Week 1 Session", showing options: "Join Course Room", "Anonymous dial in: +1-571-392-7650 PIN: 747 914 5406", "Edit settings" (highlighted with a red box and a blue arrow), "View reports", "Copy guest link", and "Lock course room". The options button (three dots) in the top right corner of the session card is circled in green.

4. Click the box to the left of Guest Access to enable that feature. Notice that “Guest role” and “Guest link” appear below.

The screenshot shows the Blackboard Collaborate Ultra interface. On the left, a sidebar displays 'Sessions' with a 'Course Room' card that is 'Unlocked (available)' and a 'Week 1 Session' card for '8/3/20, 8:55 AM - 8/3/20, 9:55 AM (in progress)'. A 'Create Session' button is also visible. On the right, the 'Course Room' settings panel is open, showing 'Event Details' with a 'Lock course room' option and a 'Join Course Room' button. Below this, the 'Anonymous dial in' section shows a phone number (+1-571-392-7650) and a PIN (747 914 5406). The 'Guest access' checkbox is checked and highlighted with a red square, with a blue arrow pointing to it from the right. Below the checkbox, the 'Guest role' is set to 'Participant' and the 'Guest link' is 'https://us.bbcollab.com'. At the bottom of the panel are 'Cancel' and 'Save' buttons.

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.

The screenshot shows the 'Event Details' settings panel. At the top, there is a 'Lock course room' option with a lock icon and a 'Get secure link' button. Below this is the 'Anonymous dial in' section, which includes a text box containing the phone number '+1-571-392-7650' and the PIN '747 914 5406', with a copy icon to the right. A 'Dial In' button with a handset icon is located below the text box. The 'Guest access' checkbox is checked. The 'Guest role' dropdown menu is open, showing three options: 'Participant' (highlighted in blue), 'Presenter', and 'Moderator'. The 'Guest link' text box contains the URL 'https://us.bbcollab.com' and has a copy icon to its right. At the bottom of the panel are 'Cancel' and 'Save' buttons.


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.


Event Details

 [Lock course room](#)

 Get secure link


**Anonymous dial in:**

+1-571-392-7650  
PIN: 747 914 5406 

 Dial In

Guest access

**Guest role** **Guest link**

Participant ▼  

Cancel **Save**

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.

