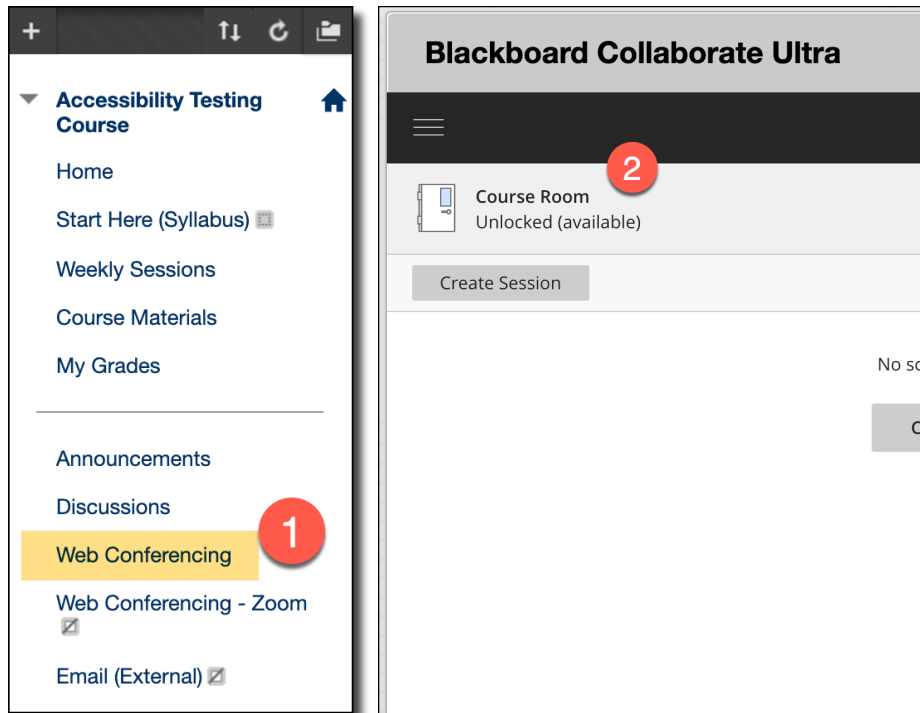


Providing Guest Access in Collaborate

If you have a guest speaker in your class, a captioner, or want to have a joint course meeting with another course, follow these steps to provide guest access to your Collaborate Ultra room.

Setting the Guest Role and Obtaining the Guest Link

1. Click Web Conferencing in the Course Menu.
2. Click on the Course Room to open the Edit Settings Panel



3. Check the box next to Guest Access
4. Click the Guest Role field and select from Participant, Presenter or Moderator.

Note: You would choose Participant if you are using your guest link for a joint session with another class or for a captioner. If you have a guest speaker, Presenter is most often used. Moderator would be used if the instructor will not be present and the Guest needs to manage the entire room.

5. Click the copy button to the right of the Guest Link field to highlight the link. Then click Ctrl/Command C to copy the guest link.
6. Click Save.
7. Email the guest link to the appropriate guest.

