Class Collaborate Guest Link

Each Blackboard Collaborate room can be access via the course area or a guest link. With the guest link, anyone can take part in a session, including external users. They will be prompted to type their name to join the session so they can be identified by everybody in the call.

Warning: It is recommended that you share guest links with **your intended guests only** as anybody, including people you do not know, can enter your session if you share the guest link publicly.

Where Can I Find the Guest Link?

In the Ultra Course view, select the **ellipsis** next to the Class Collaborate option under the Details and Actions menu, then select **Get course room guest link**.
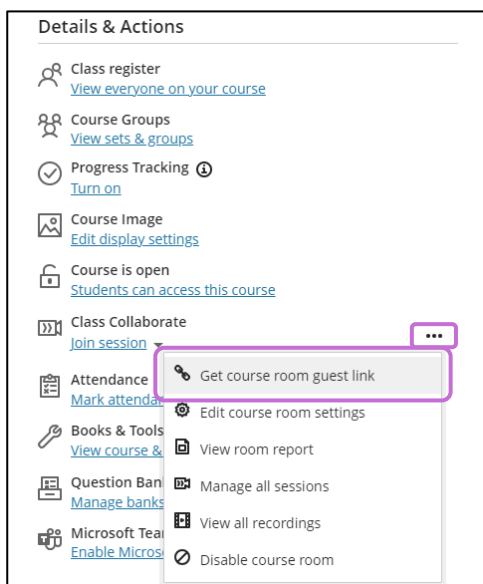

Figure 1 Details & Actions menu showing the dropdown menu with the 'Get course room guest link' highlighted at the top.

You will be brought to the Class Collaborate Sessions panel. Click on the **ellipses** to the right-hand side of your Course Room or Session you are using and select **Copy guest link**.
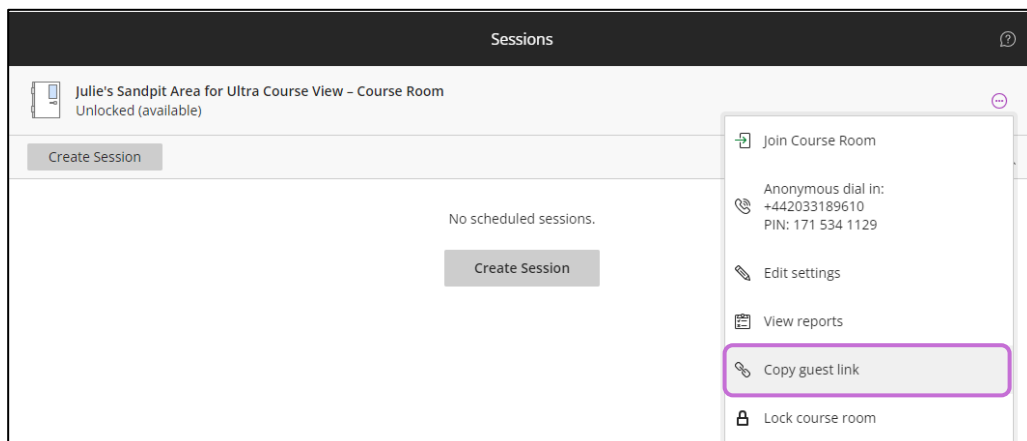

Figure 2 Class Collaborate Sessions panel with the expanded ellipses list. Copy guest link is the fifth option in the list.

The link to your Class Collaborate session will be copied. You can paste this link by pressing **Ctrl + V** on your keyboard or by right clicking and selecting **Paste.**

Note: If you cannot see the **Copy guest link** option, guest access has not been enabled for the session in the settings.

Enabling Guest Access

To enable guest access, click on the **ellipses** to the right of the Session you are using and select **Edit settings**.
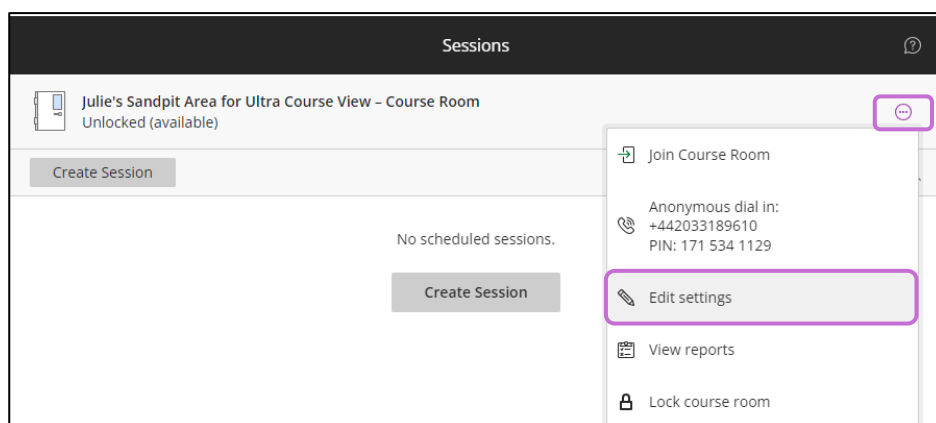

Figure 3 Class Collaborate Sessions panel with the expanded ellipses list. 'Edit settings' is third in the list.

From here, click on the checkbox beside **Guest access** to enable guest access and change the **Guest role** settings. The guest role can be changed by clicking within the box and choosing the appropriate role.

Figure 4 Class Collaborate Sessions panel with 'Guest access' enabled and an expanded list of guest roles available.

Depending on the role you choose for the guest access link, your guests will be able to perform different actions:

- Participant – can use the chat, mic, and video functions (depending on what session Moderators allow)
- Presenter – can upload, edit, share and stop sharing content.
- Moderator – has total control over all shared content, can prescribe roles to others, and can change participant permissions.

Note: The **guest role** is set to **Participant** by default. The guest role will apply to **all users** joining with the guest link. If only some guests need **Presenter** or **Moderator** access, keep the guest role as Participant and promote users manually when they enter the Class Collaborate session.

Once you have finished making changes to the Session, make sure to press the **Save** button. If you exit the Settings panel without saving, you will be prompted to **Save Changes** or **Discard Changes.**

Further Resources

- MyAberdeen: [Joining a Collaborate online session from an Ultra course](#)
- Blackboard Collaborate Ultra: [Get Started](#)
- Blackboard Collaborate Ultra: [Participate in Sessions](#)
- Blackboard Collaborate Ultra: [Participant FAQs](#)
- Blackboard Collaborate Ultra: [Network connection best practices for best experience](#)