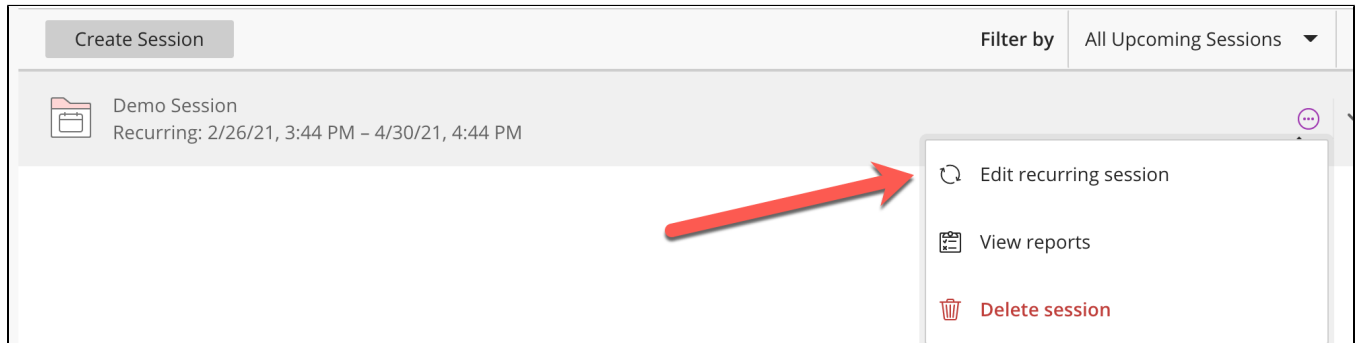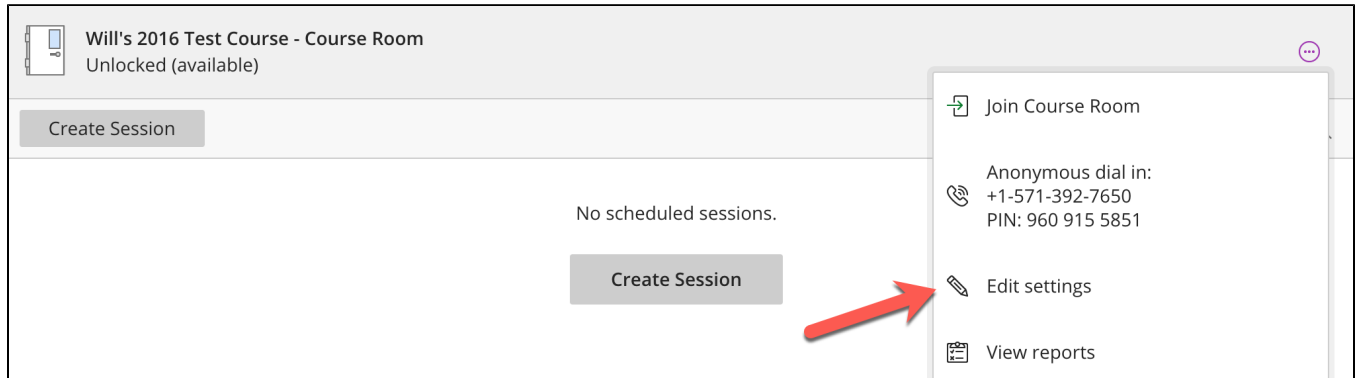# Invite Guests to Collaborate Sessions

Occasionally, you may want to bring guest speakers into your Collaborate class. You are able to bring in anyone without IT intervention.

To do so, you'll need to edit the session that you want to bring them into. If you're using the course room, click the three dots next to the course room. If you are bringing them into a session that you created, click the three dots next to the session and choose "Edit Session" or "Edit Recurring Session" as appropriate.

If you are editing a recurring session, you'll have to change the dates to the date **of the next session** (for example, if it's every Friday, and the next Friday is February 26, both the start and end date would be February 26th)

Then check the Guest Access box and click Save.

Choose the role that you want for guests. Anyone who has this link will have the role, so pick the least-privileged role you want any guest to have. You can promote individuals to higher roles in the session.

The roles are:

- Participant: Same as students. Can speak, share video, chat, and interact with the whiteboard. You can revoke all permissions from participants in the settings
- Presenter: Can always speak and share video. Can share their screen and PowerPoint files and can initiate a whiteboard session.
- Moderator: Full instructor access. Cannot be removed or demoted once they're in the session

Once you have it set up, click the copy button next to the guest link. Depending on your browser, you may also have to hit Control + C (Command + C on a Mac) to copy the link.

You can paste this link into an e-mail, a Scholar web link, or however else you share links.

Making a User a Presenter

If this person is a guest lecturer, they may need to share content with students. You can make them a presenter to allow them to do so. Click the Collaborate menu and choose the Attendees tab.

Find the guest's name in your attendees list, click the three dots next to their name and choose Make Presenter. Note: This can also be done with participants that did not join via a guest link, allowing students to share content with you.