Invite Attendees to Your Blackboard Collaborate Ultra Session

From your Blackboard Collaborate Ultra menu, select the Session options icon. The information you need to join or share the session is located here. If you want to invite someone to the session who is not in your course, select Copy guest link and send it to them. The guest link is a public link that can be used and shared by anyone who has it.

Everyone who joins from this link joins with the same guest role. Decide if guests join as a participant, presenter, or moderator. Select the Session options icon, then select Edit Settings to change the Guest Role.
You can also change a guest’s role during your session. Open the Attendees panel to see everyone who is present and their current role.

Moderators have complete control over the session including all content being shared, changing guests’ roles, seeing hand raise notifications and lowering hands, removing attendees from a session (but they cannot remove other moderators), and setting the session settings. Moderators decide if participants share audio and video, chat, and draw on the whiteboard or shared files. Moderators can select Attendee controls next to an attendee’s name and change their role, mute, or remove them from the session.

Presenters can upload, share, edit, and stop sharing content. They can also see hand raise notifications and lower hands.

The captioner role is designed to provide an accessible learning experience for students who are deaf or hard of hearing, as well as for students whose native language is different from the moderator’s. An attendee can be assigned this role by a moderator. The captioner is given an area to type what is being said. Other participants can view what the captioner is typing in real time.