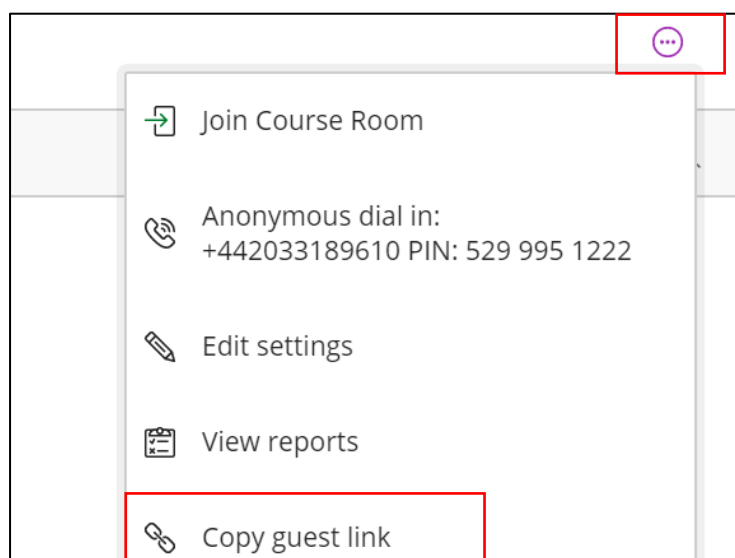


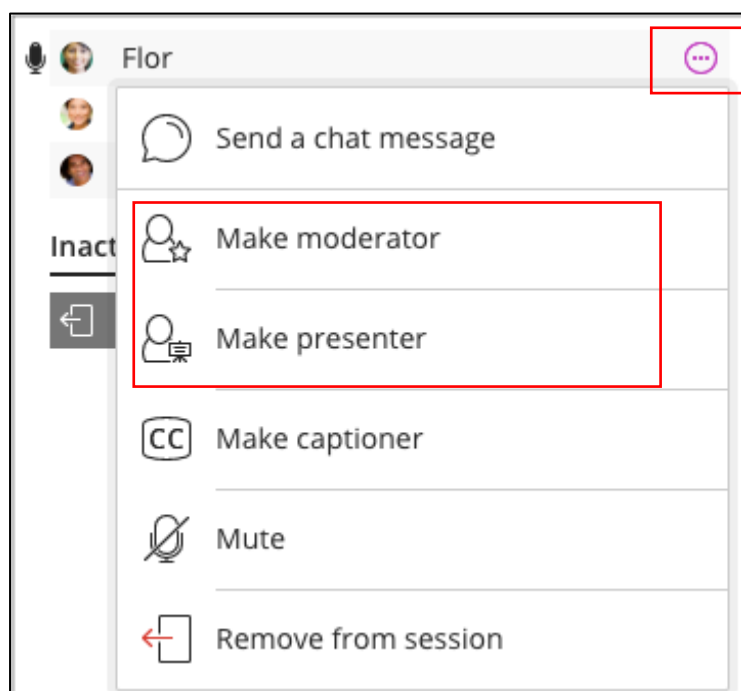
## How can a guest lecturer join a Collaborate Ultra live session?



Blackboard Collaborate Ultra is found under 'Course Tools' on your module.

From the Sessions list, select Create Session and fill in the details.

Once you have created your session click on the Session Menu (the three dots) and click on 'Copy guest link'. Send the link to the lecturer.



Once the lecturer has joined the session, find the lecturer in the Attendees panel and click on Attendee controls (the three dots next to their name). Select 'Make Moderator' or 'Make Presenter'

For more information on Promoting attendees please see Blackboard's [Promote attendees webpage](#)

[More Online Help](#)

Contact us on [blackboard-support@westminster.ac.uk](mailto:blackboard-support@westminster.ac.uk)