Inviting External Presenters or Participants

Collaborate lets you invite external participants, non-Suffolk users or those without a Suffolk Blackboard account to join your session as long as you know their email address.

1. Click on the Online Classroom/Collaborate link in your course menu



2. Click on the contextual menu for your session

SCHEDULED SESSIONS RECORDINGS					
Search	SI	art Date 02/07/2014 📕 End Dat	te 02/13/2014		
Available	Title 🛆	Start Date	End Date		
9	SBS Technology Task Force	Tuesday, February 4, 2014 11:30:00 EST	AM Wednes PM EST		
	Edit Session Delete Session Allow Guests Add Link	· · · · · · · · · · · · · · · · · · ·	* * * * *		
	View Session Attendance	· · · · · · · · · · · · · · · · · · ·			

When you roll over the session name, a drop down arrow appears. Click on it to expose an additional menu with options.

3. Select Allow Guests

SCHEDULED SESSIONS RECORDINGS				
Search	8	tart Date 02/07/2014 🛛 📓 End Date 🕻		
Available	Title 🛆	Start Date		
۲	SBS Technology Task Force	Tuesday, February 4, 2014 11:30:00 Alv		
	Edit Session Delete Session			
	Allow Guests Add Link			
	View Session Attendance	••••••••••••••••••••••••••••••••••••••		

4. Allow Guest Access and invite via email

lits	Allow Guests		8
	Public URL:	https://suffolku.blackboard.com/webapps/bb-collaborate- bb_bb60/launchSession/guest?uid=c864b83b-2a6c-4de8- ade7-5c7287e47c12	1
le 1	Add guests to invite:	Enter email address Add 2	
		Cancel Done	10

1. On the *Allow Guests* pop up screen first set the Allow Guest option to ON, if it is not already.

2. In the **Add guests to invite** option, enter the email address of the participants and click Add

3. Once you've finished adding the email address, click *Done*

5. That's it. Guest will receive an email inviting them to the session

Blackboard Collaborate Session Invite	
To:	Friday, February 07, 2014 1
@suffolk.edu You are invited to attend the following Blackboard Collaborate session Session Details	n: <u>SBS Technology Task Force</u> .
Starts:Feb 4, 2014 11:30 AM Ends:Dec 31, 2014 12:15 PM	

You may join the session as early as 30 minutes prior to the start of the session.

Guests can click on the link to automatically join the session without the need for entering any additional information on their part.