Creating a guest link using Blackboard Collaborate in UTechOnline

- 1. Turn Editing on
- 2. Click edit settings beside an existing Blackboard Collaborate link



3. Under duration enable to guest access

 MDC1001 Participants Display description on course page • Competencies Start (Timezone: America/Jamaica) Start (Timezone: America/Jamaica) Introduction to Instructional Technology in the Casesoon Duration Technology Inots Supporting Face to Face Instruction Enconlogy Tools Supporting Face to Face Instruction Enconlogy Tools Supporting Face to Face Instruction Enconlogy Tools Enco		7/6) 970-5836 / (8/6) 970-5197 ⊠ E-mail : †	erlsupport@utech.edu.jm	Kainia Andelson	
2 Competencies a Grades b Inforduction to Instructional Technology Tools Supporting Face to Face Instruction 1 Echnology Tools Supporting Face to Face Instruction	MDC1001 Participants D Badges		Display description on course page		
D Infoduction to Introduction to Instructional Echnology D Instructional Collaborate guest role Technology rols Collaborate guest role D Echnology Tools Grade Supporting Face to Face Instruction D Engaging Students in the Online Normon module settings D Restrict access Restrict access	Competencies Grades	Start (Timezone: America/Jamaica)	31 • May • 2021 • 13 • Participants can join the session 15 minutes before	30 ♥ 🛗	
D Instructional Technology in the Classroom Collaborate guest role Presenter D Technology Tools Supporting Face to Face Instruction Grade D Sender Common module settings D Engaging Students in the Online Environment Restrict access	Introduction to Instructional Technology	Duration	Hour Allow Collaborate guest access		
Dechnology Tools Supporting Face to Supporting Face to Face Instruction Face Instruction Common module settings Decontine Restrict access	Instructional Technology in the Classroom	Collaborate guest role	Presenter 2		
Common module settings Common module settings Common module settings Restrict access	 Technology Tools Supporting Face to Face Instruction 	▶ Grade			
	Engaging Students in the Online Environment	Common module settings Restrict access			

4. Enable guest role to presenter

- 5. Click Save and display
- 6. Then click on guest links
- 7. Select main session link and then copy and paste the link and send to students and self via email

