

Promote your Guest Presenter from a guest to a Presenter inside of Wimba Classroom

1. Activate Guest Access URL for your classroom

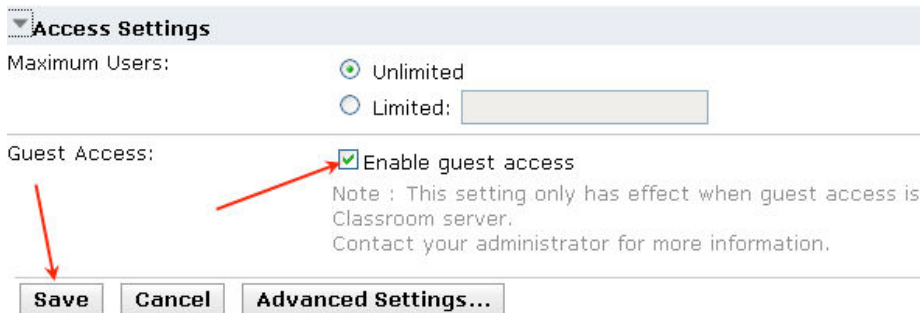
- a. Under the Teach tab, click on your Wimba Classroom icon inside your course
- b. Click on Edit Settings in the top right corner



- c. Scroll to the bottom and click on the triangle next to Access Settings



- d. Check the “Enable guest access” box and click Save



2. Send Guest Presenter URL

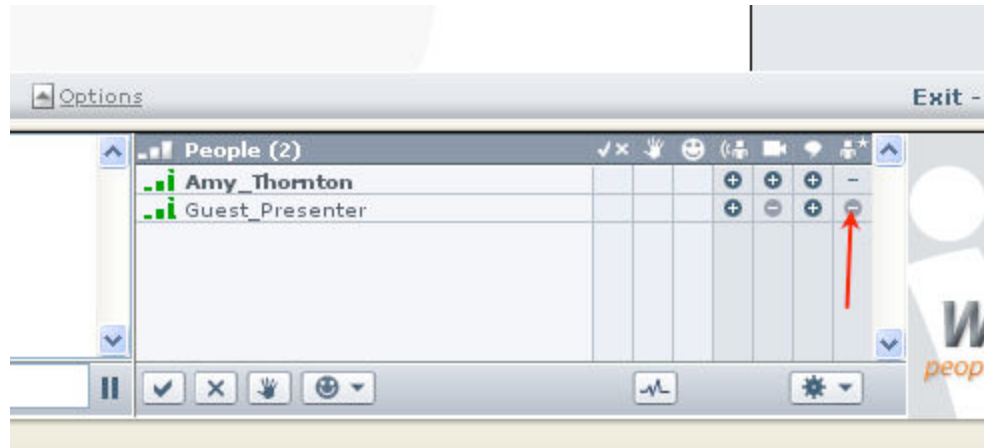
- a. Copy “Guest Access Link:” URL into an e-mail and send to your guest presenter.



- b. Once Guest Presenter receives URL, they can click on it to access your room directly, without logging into your Blackboard course.
- c. The Guest Presenter will be asked to enter a Name before the enter your room.
- d. This will give your Guest Presenter student access to your room.

3. Promote Guest Presenter

- a. Click “Enter this Room.”
- b. Click “click here” to access your course Wimba Classroom.
- c. Click the Promote to Presenter button next to your Guest Presenter’s name.



- d. Your Guest Presenter now has instructor/presenter access to your classroom for this one session.