

Editing the Event Details and Session Settings

When editing the Event Details, you can:

1. Set the date and time the session starts and ends.
2. Create an open session to keep a meeting space that's available at all times. Repeat sessions on a daily, weekly or monthly basis for meetings that occur regularly.
3. Allow students to enter the session before the official start time.
4. Type a detailed description of the meeting. This helps students find the right session, particularly if you've scheduled multiple sessions to occur on the same day.

The screenshot shows the 'Event Details' form. Callout 1 points to the 'Start' date and time fields (3/26/20, 12:34 PM). Callout 2 points to the 'End' date and time fields (3/26/20, 1:34 PM). Callout 3 points to the 'Early Entry' dropdown menu (15 min before start time). Callout 4 points to the 'Provide a description' link. Below the form is a 'Session Settings' section and a 'Please type a session name before saving.' prompt with 'Cancel' and 'Save' buttons.

When editing the Session Settings, you can:

1. Set the default role for participants in the session. Using this setting, you can automatically promote students to the presenter or moderator role when they enter the session.
2. Allow recording downloads from the Recordings page as well as on the recording playback page.
3. Show the profile pictures of moderators only.
4. Allow participants to use audio, video, chat, and the whiteboard editing tools.
5. Allow users to join the session using a telephone for their audio.

The screenshot shows the 'Session Settings' form. Callout 1 points to the 'Default Attendee Role' dropdown (Participant). Callout 2 points to the 'Recording' section, specifically the 'Allow recording downloads' checkbox. Callout 3 points to the 'Moderator permissions' section, specifically the 'Show profile pictures for moderator only' checkbox. Callout 4 points to the 'Participants can:' section, specifically the 'Share audio' checkbox. Callout 5 points to the 'Enable session telephony' section, specifically the 'Allow attendees to join the session using a telephone' checkbox. Below the form is a 'Please type a session name before saving.' prompt with 'Cancel' and 'Save' buttons.

After you've created a session, you can go back and edit the Session Settings to allow guest access. When editing the Guest Access settings, you can:

1. Set the default role for guest users.
2. Access the Guest Link, which can be used to access the session without logging in to Blackboard.

The screenshot shows the 'Guest Access' settings. The 'Guest access' checkbox is checked. The 'Guest role' dropdown is set to 'Participant'. The 'Guest link' field contains the URL 'https://us.bbcollab.co' and has a copy icon to its right.

Don't forget to click the **Save** button!

The screenshot shows two buttons: 'Cancel' and 'Save'.