# Changing roles in a session

Transcript of video

Duration 02:03

By the end of this guide, you will have learned how to change and assign attendee roles in Collaborate Ultra. There may be occasions when you need to alter the attendee role status of students or staff during a Collaborate Ultra session. For example, if you wish one or more of your attendees to present slides, you might need to change their role status from 'Participant' to 'Presenter'.

To change the role of a current attendee. First, go into the ‘Attendees panel’. Then select the relevant attendee; and select the 'Attendee controls' option by left-clicking. And here you'll see that you are able to change the role. And in this case, I'm going to change the role to 'Presenter'.

Before changing attendee roles, it is important to understand what each role means. For example, you would not normally need to promote a student to 'Moderator' status as that would then give them complete control over the session.

Your Collaborate Ultra session will have been created in a Blackboard module shell. Any instructors on that module shell will be automatically assigned to 'Moderator' status in the Collaborate Ultra sessions created there. If you wish to alter the default role of students attending the session or anyone else attending the session. edit the Collaborate Ultra session settings. Scroll down to 'Session Settings'. And you can change the 'Default Attendee Role' using the top option - here I'm setting the default role to 'Presenter' - and save the settings.