



Wimba Classroom at UGA Hosting a Guest Presenter

There are a few things you will need to do to host a guest presenter in Classroom. This document outlines those steps.

1. Add the guest presenter as a co-designer in your WebCT course

If your guest is affiliated with UGA:

- Log in to your myWebCT at <https://webct.uga.edu> and enter your course.
- Click on Manage Course.
- Click on Share Designer Access.
- Add your guest using his or her UGA MyID.

If your guest is not affiliated with UGA, you must request an **exception account** to provide access to WebCT and Classroom:

- Log in to your myWebCT at <https://webct.uga.edu>.
- On your myWebCT screen, look for Institutional Bookmarks and click on UGA WebCT Faculty Resources Page
- Click on Request Individual Exception Accounts.
- Click the Proceed button.
- Select the WebCT course that you want the exception account to have access to; click on Proceed with Creation Request.
- Enter the person's SSN, First Name, Last Name, and a password; select Designer; click Proceed.
- Make note of the WebCT id assigned (wc####) and the password
- Contact the person and give them their WebCT id and password

- ### 2. Make sure that you have added the Classroom icon to your course homepage. If you have added the Classroom icon somewhere other than the homepage, be sure to tell your guest how to find the icon. Steps for adding the icon are available in the [Classroom QuickStart Guide](#).
- ### 3. Add a Classroom for your guest presenter to use and open that room to students. If you have more than one room, be sure to tell your guest presenter which room he or she will use. Steps for adding and opening rooms are available in the [Classroom QuickStart Guide](#).
- ### 4. Send your guest presenter the [QuickStart Guide for Guest Presenters](#).
- ### 5. Offer to meet your guest presenter in the room a couple of days before the presentation so that he or she can practice entering the room, changing slides, and using the two-way audio.
- ### 6. If you or your guest presenter need assistance, call the EITS help desk – 706-542-3106 or the Center for Teaching & Learning – 706-542-0525.