

Allowing a Durham Tech Employee to Present at a Virtual Meetings Session

If you would like a **current** Durham Tech employee to give a presentation during a Meeting session in Sakai, please follow the steps below to request the employee is added to your course site and to ensure that the employee will be able to present during the Meeting session.

Step 1 – Request to Have the Employee Added to Your Course Site

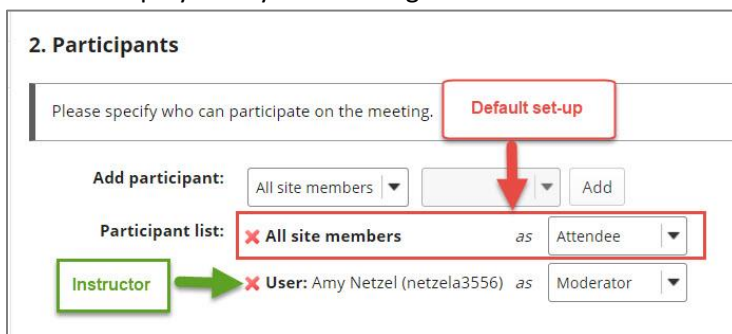
Send an email with your course number and the employee’s name to sakaihelp@durhamtech.edu to request the employee’s userid to be added to your course. Instructional Technologies will follow up with you.

Note: If your presenter is **not** a current Durham Tech employee, you can invite them to your active Meeting as a guest. Please contact sakaihelp@durhamtech.edu for further instructions.

Step 2 – Check your Meeting Settings

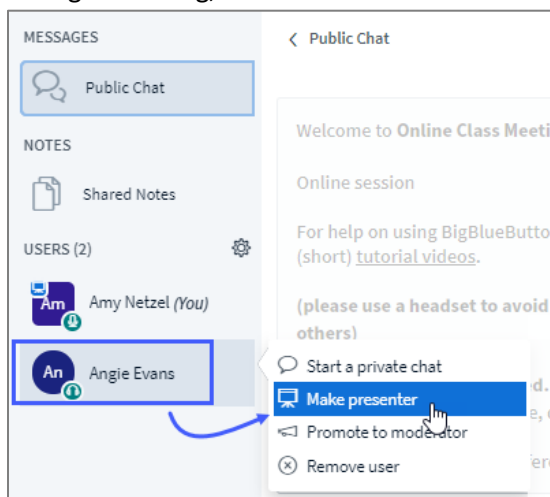
The employee will now have access to the course Meetings tool and sessions available to students. Like your students, the employee is considered a “site member” of your sessions.

Note: To check your settings, go to **Meetings**, click on **Edit** below the Meeting title. If you changed the default participants’ list from the example below, contact sakaihelp@durhamtech.edu to discuss how to add the employee to your Meeting.



Step 3 – Handoff Presenter Role to Employee

During the Meeting, the instructor will be the moderator/presenter. To give the presenter role to the employee during a Meeting, click the user’s name and select “Make presenter.”



Step 4 – Take Back Presenter Role

To “take back” the Presenter role, click the **Plus (+) icon** at the bottom of the screen and select “Take Presenter”

