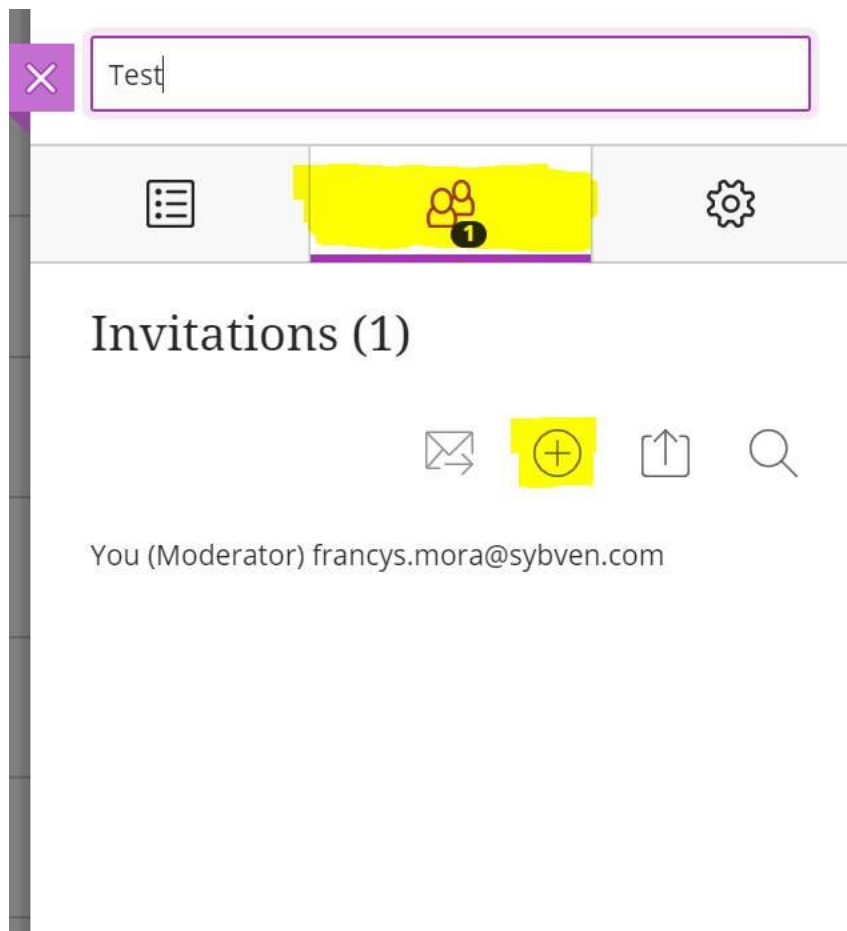


## BBC Outside the LMS. Adding a Moderator to a Session

These are the instructions in case you need to add more than one moderator in a session. When creating the session go to the “Invitations” Tab



Click on the “Invite Attendee” button. In the following screen, enter the Moderator information and select the Moderator role:

## Invite Attendee

**Full Name**

John Smith

Please provide a value.

**Email**

jsmith@myschool.edu

**Role**

Moderator

Once the process is completed, an invitation email will be sent to the moderator with a unique link he/she can use to enter the session.