

## Guest Availability: Giving Access to Guests within Blackboard

There are several steps in order to ensure your guest will have access to the course and content you interested in having them view. Just turning Guest Access on will not guarantee that your guest will have the appropriate access.

Guest Access needs to be turned on at the course level:

- Go to the **Course Control Panel** of the course you are interested in giving guest access to.
  - Under Course Options please choose **Settings**
    - Choose **Guest Access** from the menu
    - Select **Yes** to allow guests to access the course
    - Click **Submit**

**Guest Access**

**1 Allow Guest Access**

Allow guests to access this course?

Allow Guests:  Yes  No

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

The content area in question needs to allow guest access:

- Go to the **Course Control Panel** of the course you are interested in giving guest access to.
  - Under Course Options please choose **Manage Course Menu**
    - Select **Modify** for the content area in question (i.e.

Assignments)

**Manage Course Menu**

Add Content Area Tool Link Course Link External Link

1	Announcements	Modify Remove
Announcements		
2	Pre-Test	Modify Remove
Content Area		
3	Exams	Modify Remove
Content Area		
4	Assignments	Modify Remove
Content Area		
5	Faculty Information	Modify Remove
Staff information		

- Check off **Allow Guest Access**
- Click **Submit**

**Update Assignments Area**

**1 Set Area Properties**

Type: Content Area

Name:  (Suggested maximum 18 characters. Longer names or names that use wide characters may cause problems with the button Menu style. See [Help](#) under Settings to change the Menu style.)

**Allow Guest access**

Allow Observer access

Available for Student/Participant users

**2 Submit**

\* Required Field

Click **Submit** to finish. Click **Cancel** to quit.

The “content” tools need to allow guest access:

- Go to the **Course Control Panel** of the course you are interested in giving guest access to.
  - Under **Course Options** please choose **Manage Tools**
    - Choose **Tool Availability** from the menu
    - Check off the tools you want the guest to have access to in the right column under **Allow Guest**
    - Click **Submit**

**Tool Availability**

Tool	Available	Allow Guest	Allow Observer
Address Book Address Book	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>
Announcements Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Calendar Calendar	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>