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.
    - o Under Course Options please choose **Settings**
        - ▪ Choose **Guest Access** from the menu
        - ▪ Select **Yes** to allow guests to access the course
        - ▪ Click **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.
    - o Under Course Options please choose **Manage Course Menu**
        - ▪ Select **Modify** for the content area in question (i.e. Assignments)

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

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**