

## Managing Passes

Passes are a means of sharing an item with a user who does not have access to the Blackboard Content System. A person who receives a pass must have:

- ∞ An email account
- ∞ Access to the Internet
- ∞ An application capable of opening the item, for example, Microsoft Word to open a Microsoft Word document.

Passes limit the outside user to interacting only with one file. Passes are a safe way to collaborate on projects with others outside the school on projects because access is specific and controlled.

Passes are listed in a table on the Manage Passes page. Each row, representing one pass, contains, from left to right:

- ∞ A checkbox for selecting the pass
- ∞ The date and time the pass expires
- ∞ The Read permissions and Write permissions assigned to the pass. A checkmark means that the privilege is assigned to the pass.
- ∞ The URL that will allow those outside the Blackboard Content System to access the pass.

Functions: The following functions are available from the Manage Passes page:

To...	Click
Create a new pass	Add Pass in the Action Bar. The Add Pass page will appear.
Share a pass with an outside user	The checkbox for a pass in the table then click Email in the Action bar. The Email Pass page will appear.
Remove a pass	The checkbox for a pass or passes in the table then click Remove to delete the passes.

Access the Content System main page from within your Blackboard Portal. If you are not in the main directory of your content system, choose your user name under the My Content icon. This will load your current content from the Content System.

- ∞ Navigate to the folder that contains the item to be modified.
- ∞ Click Modify in the same row as the item. The Modify Item page will appear.

### Passes: 30.swf

Location: [/users/jwright/30.swf](#)



There are currently no passes for this resource.

- ∞ Click Passes. The passes page will appear.

∞ Click on Add Pass in the Action bar.

∞ Choose the settings for your Pass. Click Submit when finished.

A Pass Created page will appear. This page shows you the created URL for your Pass. Click OK.

∞ Check off the created Pass and click Email Pass.

The Email Passes page will appear. The email will be sent to the recipients you indicate in the form fields. You will have to separate multiple addresses with commas. You can modify the Subject and add any additional text.

**NOTE!** Do not modify the auto-generated links in the Message Body or the recipients will not be able to use the pass.

∞ Click Submit to finish.