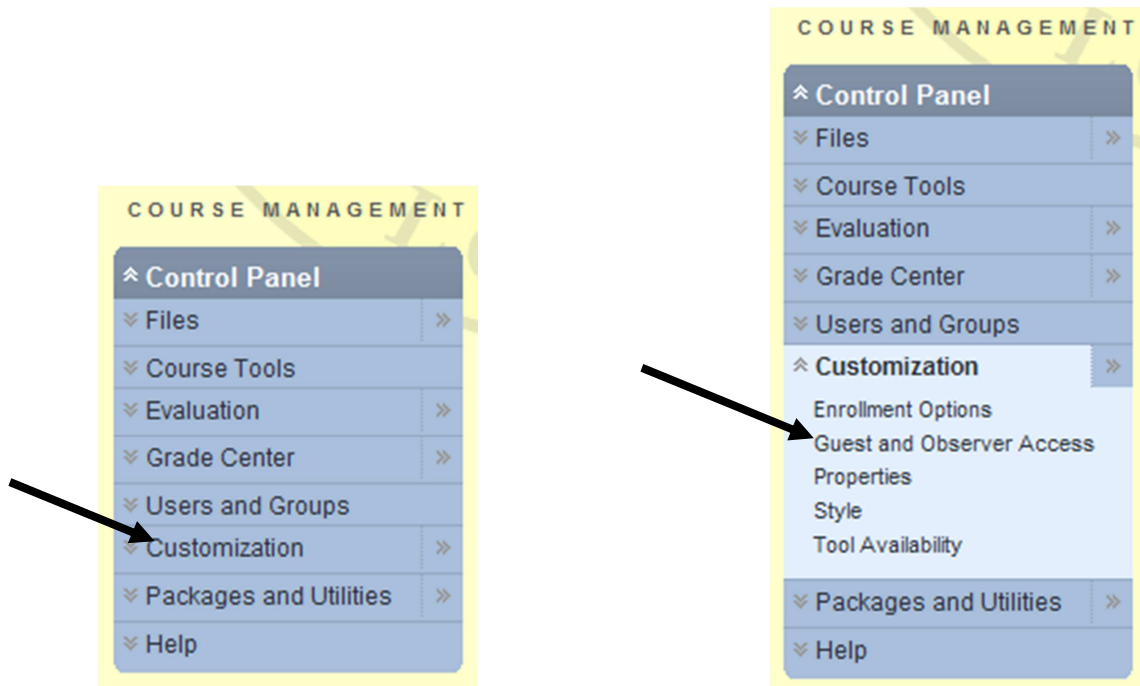


## Allow Guest Access in Your Course

Guest access allows people who are not enrolled in your course access to your Blackboard course. Allowing guests access to your course does not grant them access all the features in your course. Some areas of your course will always remain locked to guests, particularly course tools (including communication tools).

### Enable Guest Access

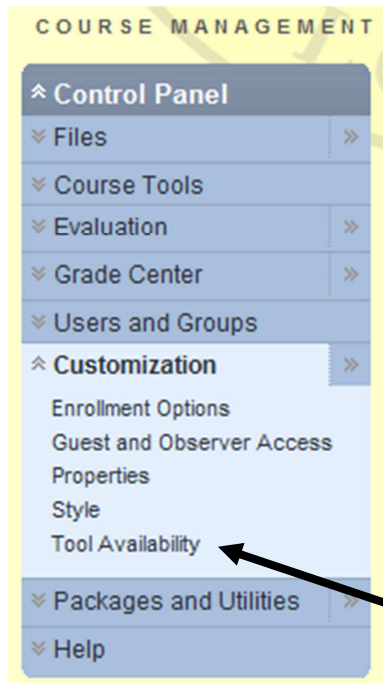
1. To enable guest access, go to Course Management and click on **Customization** to expand it, and then click on **Guest and Observer Access**.



2. Click on the **Yes** button to Allow Guest Access and then click on **Submit**.

The image is a screenshot of the 'Guest and Observer Access' configuration page in Blackboard. The page has a yellow header bar with a document icon and the title 'Guest and Observer Access'. Below the header, there is a subtitle: 'Permissions controls Guest and Observer access to the Course. [More Help](#)'. The page is divided into three sections: 1. 'Allow Guest Access', 2. 'Allow Observer Access', and 3. 'Submit'. In the first section, the question is 'Allow guests to access this course?' and the 'Yes' radio button is selected. In the second section, the question is 'Allow observers to access this course?' and the 'No' radio button is selected. At the top right of the page, there are 'Cancel' and 'Submit' buttons. An arrow points to the 'Submit' button. Another arrow points to the 'Yes' radio button in the first section.

3. Under Customization on the Course Management menu, click on **Tool Availability**.



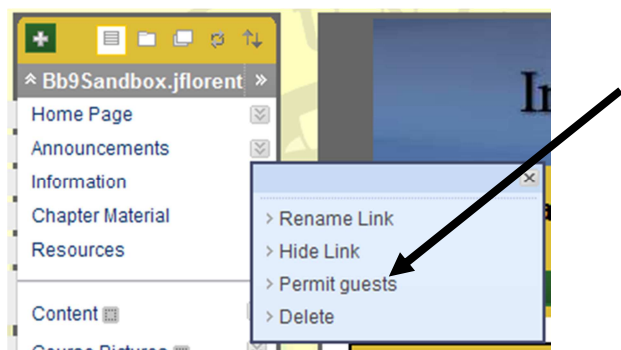
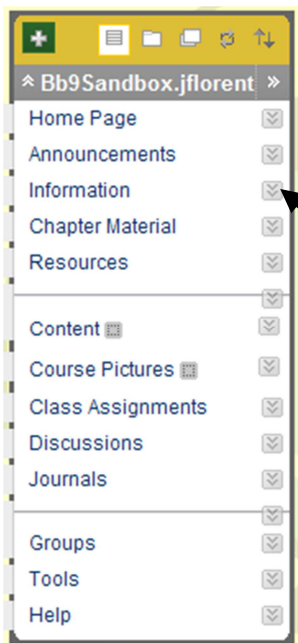
4. Choose the areas you would like to be visible to guests by clicking on the checkboxes in the Visible to Guest column. Click on Submit when done.

The image shows the 'Tool Availability' page. It has a yellow header with a pencil icon and the title 'Tool Availability'. Below the header is a description: 'Use this page to control what tools can be used, as well as which users have access to those tools. [More Help](#)'. There is a 'Filter' button in the top right. Below the header is a table with columns: 'Tool', 'Available', 'Visible to Guests', 'Visible to Observers', and 'Available in Content Area'. The table lists various tools with checkboxes for each column. An arrow points to the 'Visible to Guests' column header, and another arrow points to the 'Submit' button.

Tool	Available	Visible to Guests	Visible to Observers	Available in Content Area
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
Assignment	-	-	-	<input checked="" type="checkbox"/>
Audio	-	-	-	<input checked="" type="checkbox"/>
BbStats - Activity Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Blackboard Scholar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Blank Page	-	-	-	<input checked="" type="checkbox"/>
Blog	-	-	-	<input checked="" type="checkbox"/>
Blogs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Calendar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-
Chalk Title Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Note: You are not able to allow guest access to all areas of your course. Only the areas with the checkboxes can be made available for guess access.

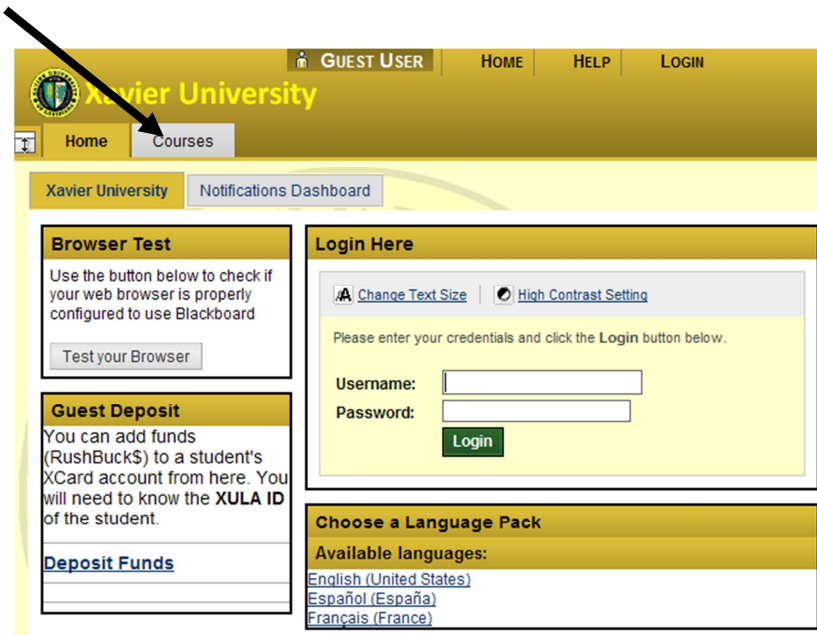
5. In your course menu, click on the menu items options arrow and select **Permit guests** from the shortcut menu. Repeat this process for each item you want make available for guest access.



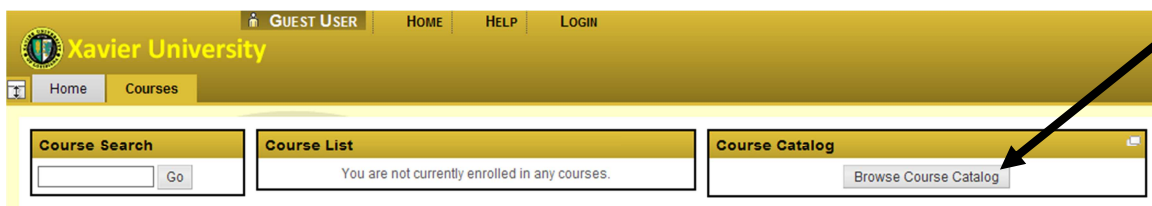
## Viewing Content in Course Where Guest Access is Enabled

Guests can access your course content in one of two ways. You can forward a link for your course to the person or they can search for your course at Xavier's Blackboard homepage. The instructions that follow explain how to access a course by searching for it.

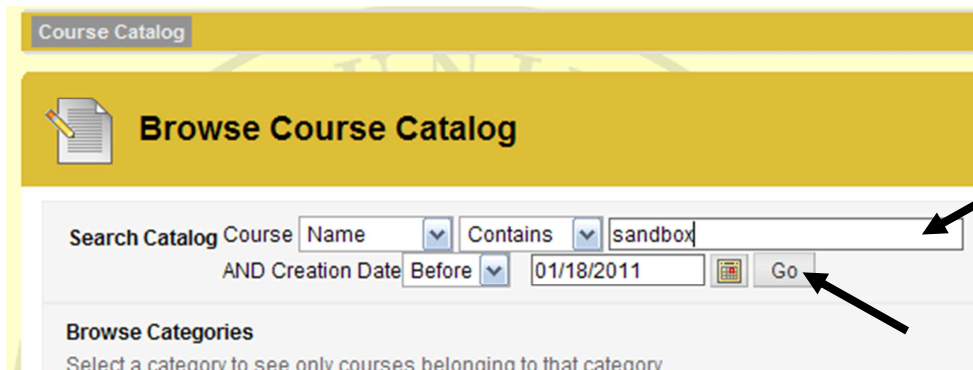
1. From the Blackboard home page, click on the **Courses** tab.



2. Click on **Browse Course Catalog** (or type course name in the Course Search box).



3. Enter search criteria and click on **Go** button when you are finished entering the search criteria. In the example below, the search is for all courses with "sandbox" in the course name.



4. All guest access enabled courses will have a clickable link in the Course ID column. Locate the course ID for the course you want to access as a guest and click on the link.

Locate Course ID and click on link for the course

**Browse Course Catalog**

Search Catalog Course Name Contains sandbox.j  
AND Creation Date Before 01/28/2011 Go

**Browse Categories**  
Select a category to see only courses belonging to that category  
No subcategories found for this category.

Course ID	Course Name	Instructor Names
Bb9Sandbox.jbertie	Bb9Sandbox.jbertie	Jason Bertie
Bb9Sandbox.jberthie	Bb9Sandbox.jberthie	Julia Berthie
<a href="#">Bb9Sandbox.jflorent</a>	Bb9Sandbox.jflorent	Janice Florent
Bb9Sandbox.jje	Bb9Sandbox.jje	Jacqueline Jee
Bb9Sandbox.jjohns-05	Bb9Sandbox.jjohns-05	Jessica Johnson
Bb9Sandbox.jmrandt	Bb9Sandbox.jmrandt	Judith Mrandt

5. You will get an authentication required window. You can click on cancel to dismiss the authentication required window. Content areas with guest access enabled are shown in the course menu. Click on the content area to view the information.

**Xavier University** GUEST USER HOME

Home Courses

Bb9Sandbox.jflorent Home Page

Home Page  
Information  
Resources

Home Page

What's New

Edit Notification Settings

No Notification

Note: If you do not see the course menu you should click on the show/hide course menu tab.