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

![Course Management Menu](image)

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.

![Tool Availability](image)

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 to make available for guest access.
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.

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.

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