

# Enabling Guest Access to Blackboard Courses

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## [Why might guest access be useful?](#)

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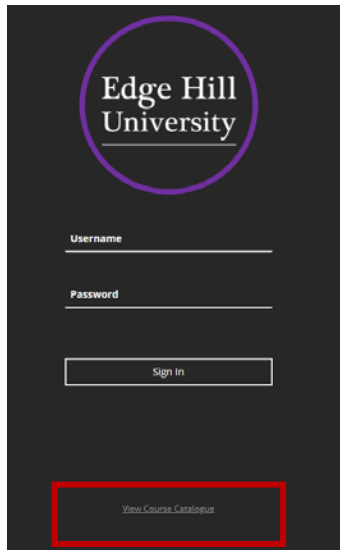
Using these methods you can share content with users who have not been given access to an area. For example, it has been [used to share student support guides across the institution](#).

If you choose to make content or tools available to guests, remember that they could be potentially shared with anyone, including externally.

### [Important note about guest access links](#)

As we now use Ultra Base Navigation in Blackboard, guest access links will only work for users who can authenticate (sign in) to Blackboard.

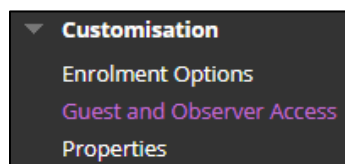
Unauthenticated guest access users will need to locate the course using the Course Catalogue link on the direct login page for Blackboard. The link appears beneath the sign in fields. Examples where this may be relevant include an open access course for those who will never have EHU accounts, or a pre-course <https://learningedge.edgehill.ac.uk/>



### Step 1 of 3 - Your course must allow guest access.

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In the Control Panel, open Customisation and click on 'Guest and Observer Access'



Set 'Allow Guests' to 'Yes' and click the 'Submit' button.

**ALLOW GUEST ACCESS**

Allow guests to access this course?

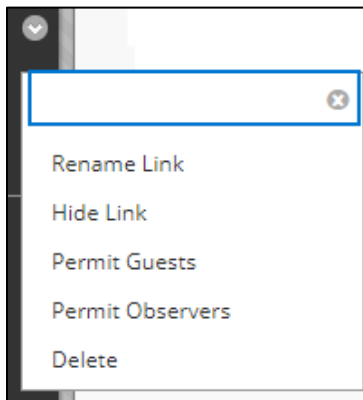
Allow Guests  Yes  No

## Step 2 of 3 - Required content areas/tools must permit guests.

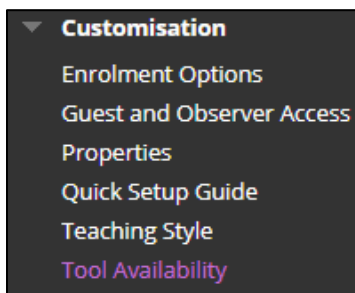
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Each folder or tool that you want to share to guests, needs to be set to 'Permit Guests'.

On the Course Menu, open the drop down menu for the item that you want to share. If you can share it to guests, you will have the 'Permit Guests' item. Click this to allow guests to see the item.



Some tools will not give you the option to share with guests. You can change this for certain tools by going to the Control Panel, opening Customisation, and selecting 'Tool Availability'.



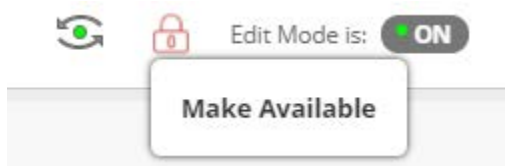
Some tools cannot be shared with guests, but if you can check the box in the 'Visible to Guests' column and click 'Submit' you will be able to share the tool.

## Step 3 of 3 - Your course must be available.

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As with student access, a course will not be visible to guests if it is set as unavailable.

Unlock the padlock, top right of the course, to make it available:



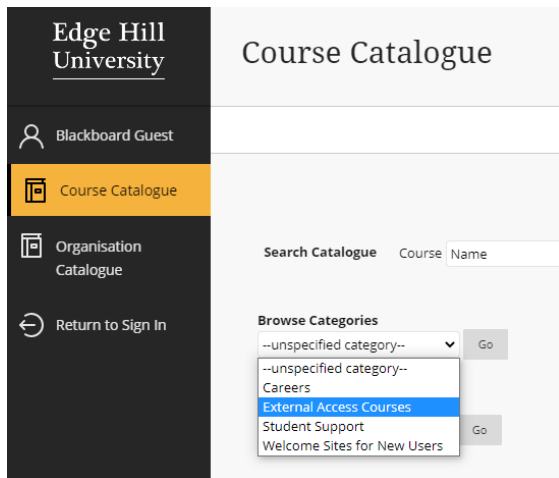
## Optional – Add your Course or Organisation to a Category

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This is only really necessary if you need to direct external users without accounts to access the course. They will then need to navigate to the Course or Organisation Catalogue as indicated above. Clicking a direct course link will not work.

Once in the Course or Organisation Catalogue, the simplest way to find the course will be for them to use Browse Categories.

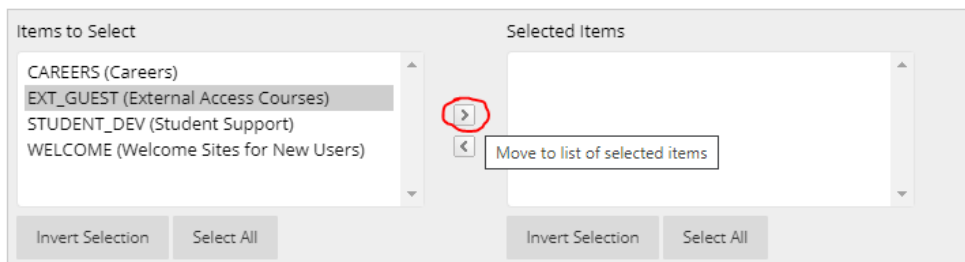
By adding your guest access course or organisation to a category, you are making it much easier for them. Otherwise, they would need to search on the course name:



This shows the process for a Course, but the same applies to Organisations. To add your course to a category, from within the course click on Course management – Customisation – Properties.

Under Categorise Course, choose a category – for example ‘External Access Courses’, click on the arrow to move it across to selected items.

#### CATEGORISE COURSE



Click Submit to save the new course properties.