



Allowing Guests to Visit Your Blackboard Course

Guest access allows individuals who are not enrolled in a Blackboard course or organization to access specific parts of the site. You can enable guest access to any content area, but not to certain tools such as the discussion board or grade center. Guest access is most useful for people who have a CUNY Blackboard account, but are not enrolled in your course or organization. Instructions on granting guest access to people who do not have a CUNY Blackboard account can be found in the following document, [Guest Access to Blackboard 8](#).

Starting in spring 2009, guest access is enabled in three areas of the Blackboard course template: **Announcements**, **Course Information**, and **Instructor (Staff Information)**; however, guests will not see these areas until you take additional steps to make your course as a whole accessible to guests.

Below are the steps for allowing guests to visit your course; detailed instructions and screen shots can be found in the corresponding numbered sections of this document.

- 1. Enable guest access to the “content area” tool.** Go to the control panel and select **Manage Tools/Tool Availability**. Check the **Allow Guest** box to the right of **Content Area**. This step will allow you to enable guest access for the specific content areas you choose under **Manage Course Menu** (it is already enabled for **Course Information**); it will **not** automatically enable guest access to all content areas.
- 2. Enable guest access for the course as a whole.** Go to the control panel and select **Settings/Guest Access**. Select **Yes** to turn on guest access for the course.
- 3. Make your course available.** Go to the control panel and select **Settings/Course Availability**. Select **Yes** to make your course available to enrolled students and guests.

Once you have taken these steps, guests will be able to access **Announcements**, **Course Information**, and **Instructor (Staff Information)** in the default course template. If you would like to make additional areas available to guests, or turn off guest access to any of the three default guest areas, follow the instructions below on enabling guest access in tool areas (section 1 of this document) and individual course menu areas (section 4 of this document).

When guest access is enabled, people with a CUNY Blackboard account can find your course by searching for it in the **Course Search** area in the left column on their Blackboard home page.

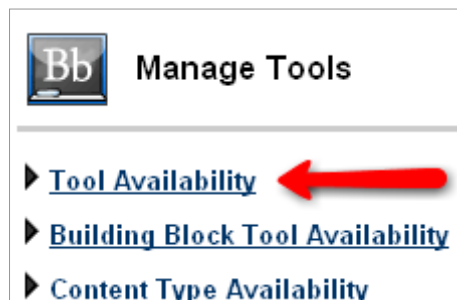
Note: Due to a Blackboard glitch, some guests may not see **Announcements** in the course menu, even when guest access has been enabled. Guests will be able to view the announcements page when they first enter the course site and can return to the page by clicking on the name of the course in the breadcrumb links at the top of the page.

1. Enable guest access to the “content area” tool and other Bb tools

1. From the control panel, click on **Manage Tools** under **Course Options**.



2. Click on **Tool Availability**.



3. Click the **Allow Guest Access** column for **Content Area**. You can also change guest access for other Blackboard tools, such as **Announcements** (guest access to **Announcements** is enabled in the default course template).

Note: Turning on guest access for the content area tool will allow you to enable guest access for the specific content areas you choose under **Manage Course Menu** (in the default course template, it is already enabled for **Course Information**); it will **not** automatically enable guest access to all content areas.

A screenshot of the 'Tool Availability' table. The table has columns for 'Tool', 'Available', 'Allow Guest', and 'Allow Observer'. The 'Content Area' row has a red circle around the 'Allow Guest' checkbox, which is checked.

Tool	Available	Allow Guest	Allow Observer
Address Book Address Book	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcements Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calendar Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chalk Title Management Chalk Title Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration Collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications Area Communications Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content Area Content Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Click **Submit**.

2. Enable guest access to the course as a whole

1. Go to the **Control Panel** and click on **Settings** under **Course Options**.

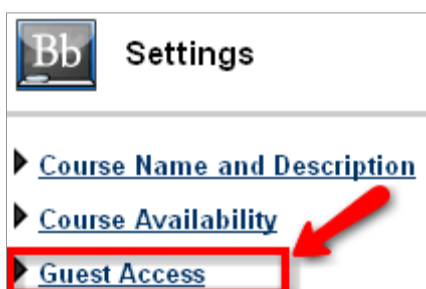


Important Note:

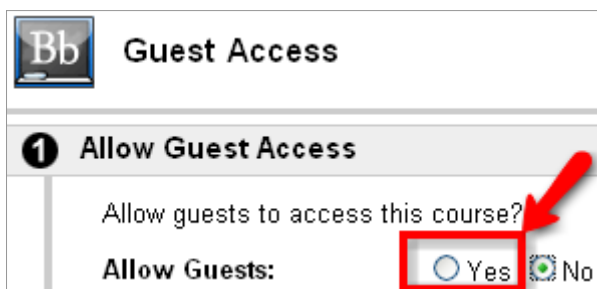
A user enrolled with the role of "guest" **will not** be able to see the course unless it is generally made available to "Guests". Enrolling a user as a "Guest" does not allow the instructor to limit guest access only to select users. The only added advantage of enrolling somebody with the role of guest is that this user sees a link to the course in his/her "[MyCourses](#)" box.

If you have any additional questions please bb@hunter.cuny.edu

2. Select **Guest Access**.



3. You will be asked whether you want to allow guest access, Click **Yes**, if you want guests to access your course.



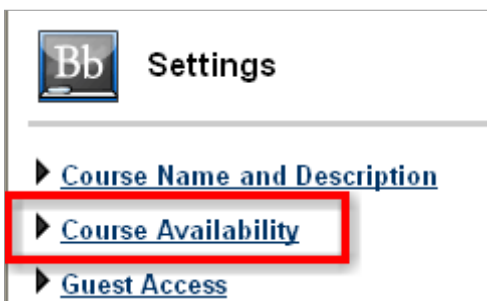
4. Click **Submit**.

Make your course available

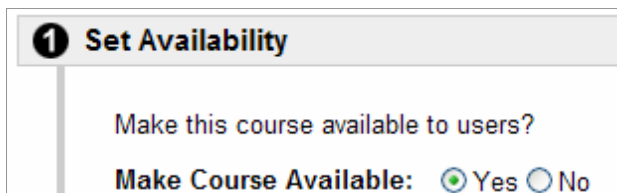
1. Go to the **Control Panel** and click on **Settings** under **Course Options**.



2. Click on **Course Availability**.



3. Select **Yes** to make your course visible to students.



A screenshot of the 'Set Availability' form. The title is '1 Set Availability'. Below the title is the question 'Make this course available to users?'. Underneath the question is the text 'Make Course Available:' followed by two radio buttons: 'Yes' (which is selected, indicated by a green dot) and 'No'.

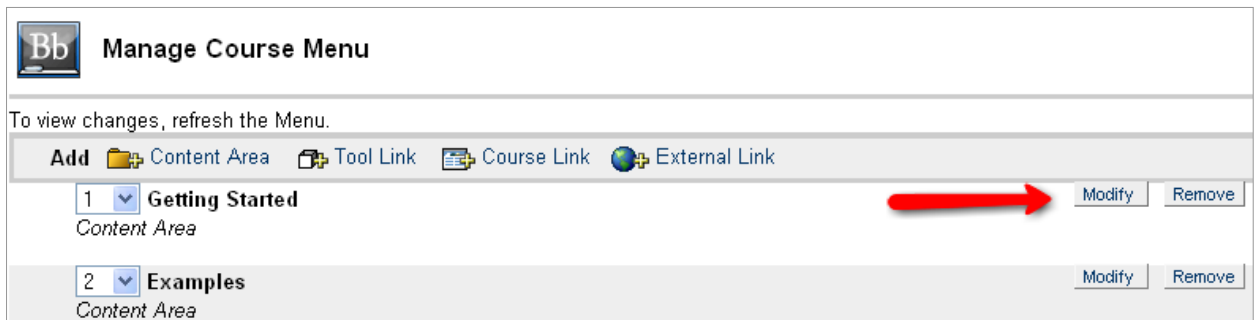
4. Click the **Submit** button to activate the change.

3. Enable guest access to individual course menu items

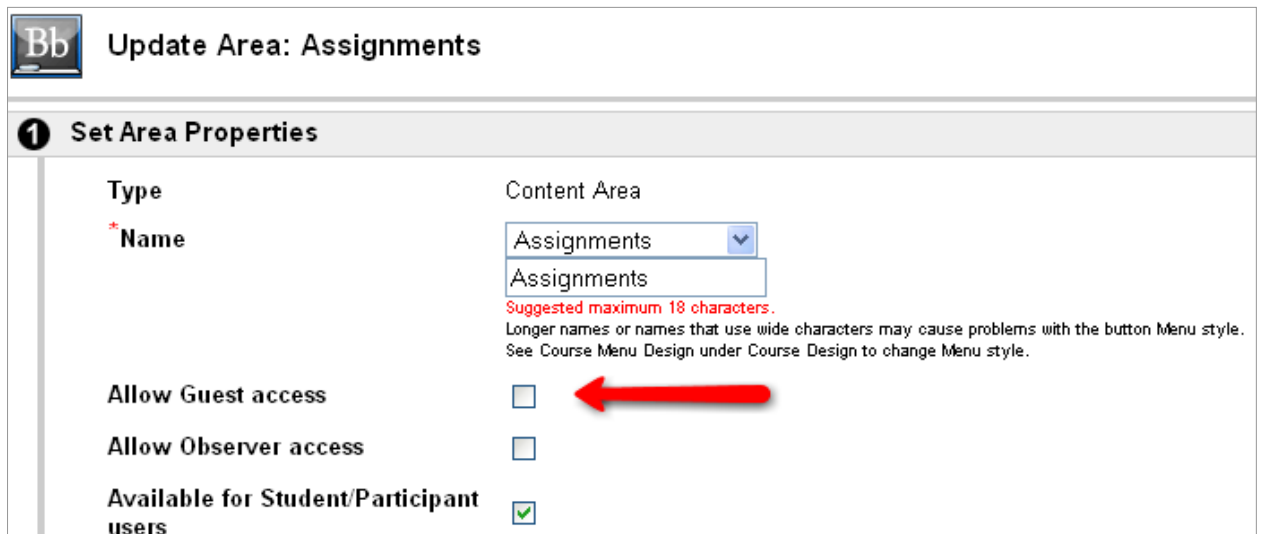
1. From the control panel, click on **Manage Course Menu** under **Course Options**.



2. Click on **Modify** next to the content area for which you want to change guest options.



3. Put a check mark next to **Allow Guest Access**.



4. Click **Submit**.

Note: Guest access to the **Course Information** area is enabled in the default course template. To turn off guest access, select **Modify** and uncheck the **Allow Guest access** box.