

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.

As of 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 under **Customization** select **Tool Availability**. Check the **Visible to Guests** 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, under **Customization** select **Guest and Observer Access**. Under **Allow Guest Access** select **Yes** to turn on guest access for the course.

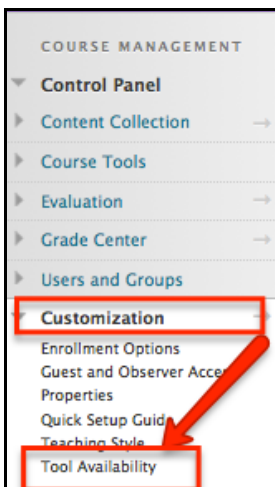
Once you have taken these steps, guests will be able to access **Announcements**, **Course Information**, and **Instructor (Staff Information)** in the default course template. If you would like to make additional areas available to guests, or turn off guest access to any of the three default guest areas, 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

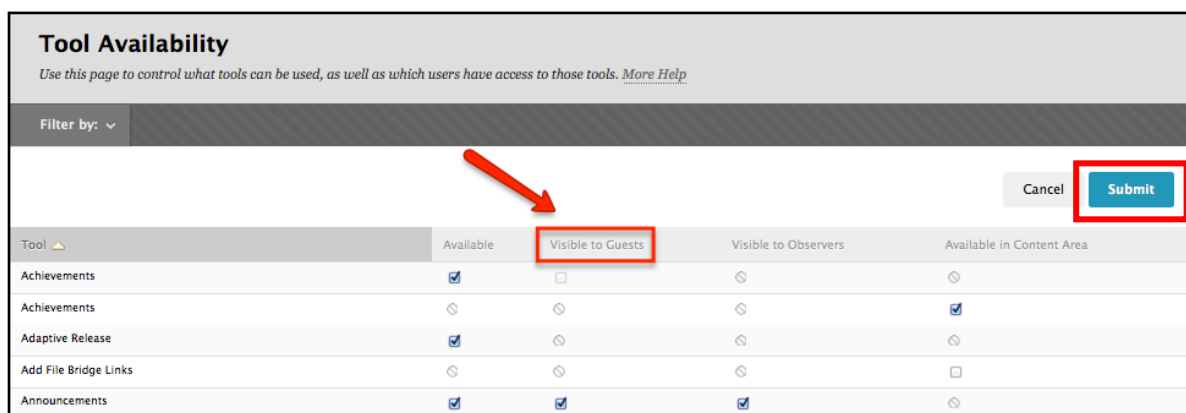
1. From the control panel, under **Customization**, click on **Tool Availability**.



2. Click the **Visible to Guests** column for **Content Area**. You can also change guest access for other Blackboard tools, such as **Announcements** (guest access to **Announcements** is enabled by default).

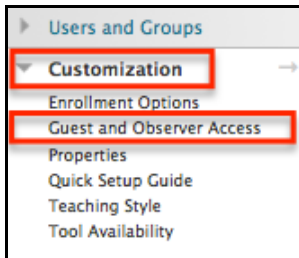
Note: Turning on guest access for the content area tool will allow you to enable guest access for the specific content areas you choose under **Manage Course Menu** (it is already enabled by default for **Course Information**); it will **not** automatically enable guest access to all content areas.

3. Click **Submit**.



2. Enable guest access to the course as a whole

1. Go to the **Control Panel** and under **Customization**, click on **Guest and Observer Access**.

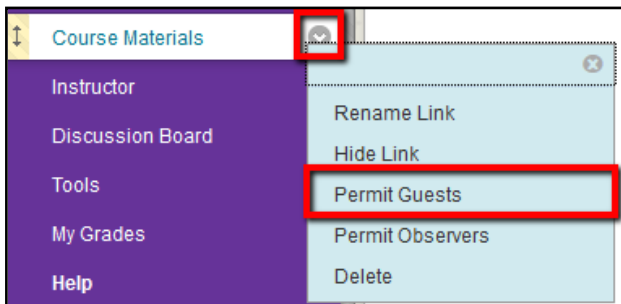


2. Under **Allow Guest Access**, select **Yes**.
3. Click **Submit**.



Enable guest access to individual course menu items

1. From the Course menu, click on the down arrow to the right of the menu item.
2. Click on **Permit Guests**.



Note: Guest access to the **Course Information** area is enabled in the default course template. To turn off guest access, click the down arrow to the right and select **Deny Guests**.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (Thomas Hunter 402) at 212-650-3358.