

Providing Guest Access to Courses



Blackboard Learn

Students not enrolled in courses or individuals without MATC network accounts cannot be added to courses in Blackboard. As an alternative method of sharing view-only access to materials within a course, instructors may use **Guest Access**.

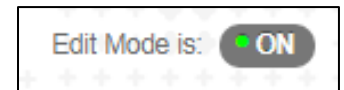
What is Guest Access?

Guest Access is a means of marking certain types of content to be viewed by users not enrolled in the course. All Blackboard courses are enabled to allow guest access to content pages that the instructor specifies as guest accessible. Typically, Guest Access is used to give prospective students access to a syllabus and announcements area to preview a course before registering for it.

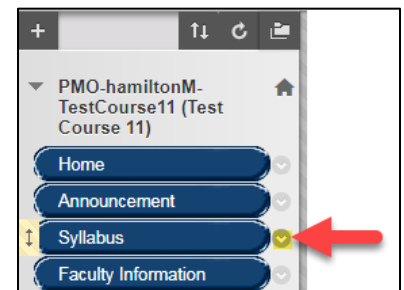
Guest Access will only allow individuals to view course documents and announcements. Tests, assignments, discussions, or other secure areas of Blackboard are not available in Guest Access. These areas require course membership and login with one's MATC network account.

Making Content Available to Guests

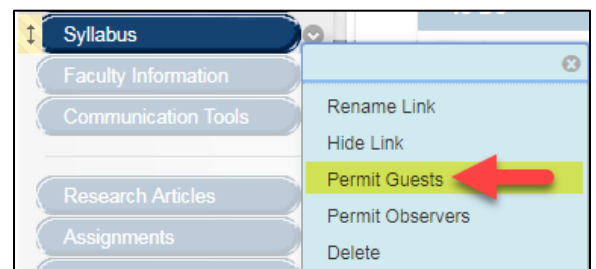
1. In your course, make sure that you have **EDIT MODE** turned on. Course content and links can only be edited when Edit Mode is turned on.



2. In your course menu, locate a content area containing content that you wish to share with guests. Roll your mouse over the menu button and click the round gray context button that appears to the right.



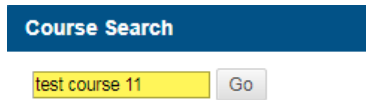
3. From the context menu that appears, select **PERMIT GUESTS**.



Making Content Available to Guests

Individuals who do not have Blackboard access or enrollment in a course can follow these steps without logging in.

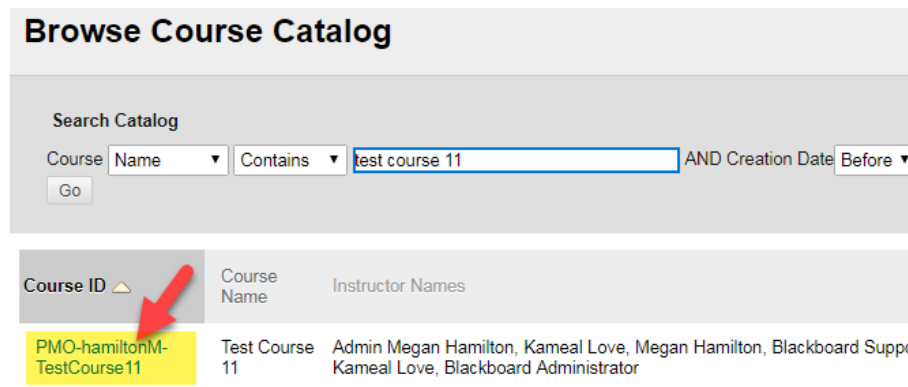
1. In your web browser, go to **Blackboard.matc.edu**. When visiting the Blackboard home page, click the **COURSES** tab.
2. On the Courses page, use the **COURSE SEARCH** tool to search for a class by name or ID. Click **Go**.



Course Search

test course 11 Go

3. The **BROWSE COURSE CATALOG** page will display matching results. If a course is *available*, it will provide a link to view the course. Click on the link to access the course.



Browse Course Catalog

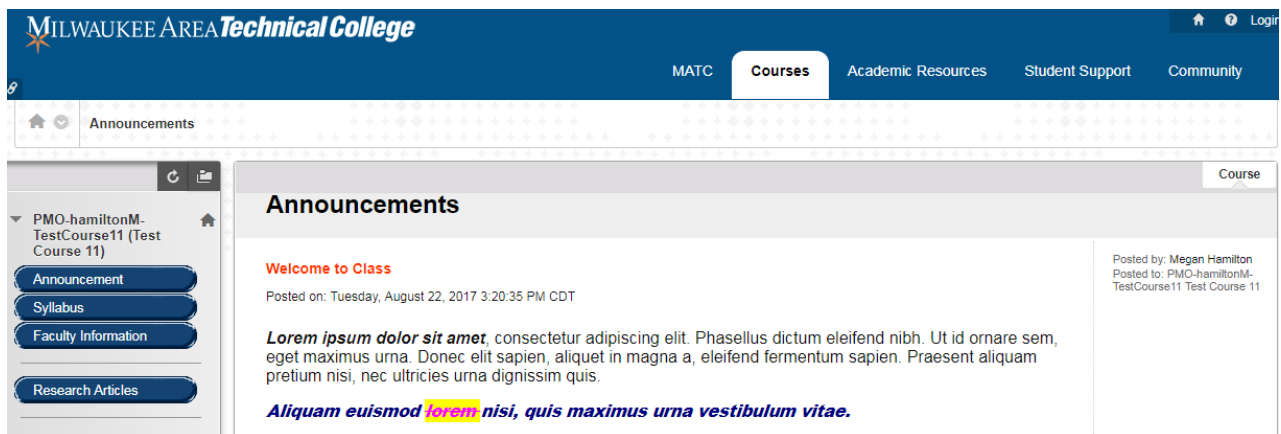
Search Catalog

Course Name Contains test course 11 AND Creation Date Before

Go

Course ID	Course Name	Instructor Names
PMO-hamiltonM-TestCourse11	Test Course 11	Admin Megan Hamilton, Kameal Love, Megan Hamilton, Blackboard Support, Kameal Love, Blackboard Administrator

4. The guest will be taken to the course and be able to view just the content areas and materials the instructor allows guests to view. Content that guests are not permitted to view will produce an “Access Denied” warning.



MILWAUKEE AREA Technical College

MATC Courses Academic Resources Student Support Community

Announcements

Course

Announcements

Welcome to Class

Posted on: Tuesday, August 22, 2017 3:20:35 PM CDT

Posted by: Megan Hamilton
Posted to: PMO-hamiltonM-TestCourse11 Test Course 11

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus dictum eleifend nibh. Ut id ornare sem, eget maximus urna. Donec elit sapien, aliquet in magna a, eleifend fermentum sapien. Praesent aliquam pretium nisi, nec ultricies urna dignissim quis.

Aliquam euismod lorem nisi, quis maximus urna vestibulum vitae.

PMO-hamiltonM-TestCourse11 (Test Course 11)

- Announcement
- Syllabus
- Faculty Information
- Research Articles