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.
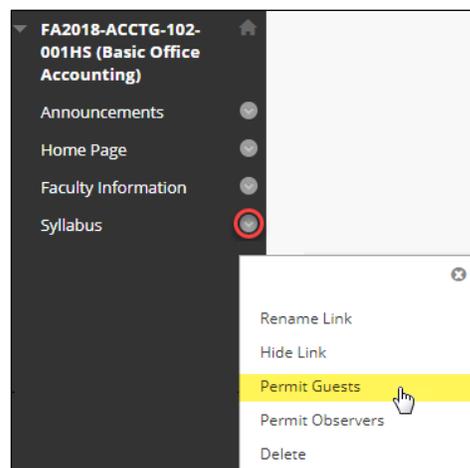
What is Guest Access?

Guest Access is a means of marking certain types of content in an available course to be viewed without enrollment or login. All Blackboard courses are enabled to allow guest access to content area pages that the instructor specifies as guest accessible. This is used to give prospective students access to a syllabus.

Please Note

Guest Access will only allow individuals to view available course documents and announcements. Tests, assignments, discussions, or other secure features require enrollment and are *not* available to guests!
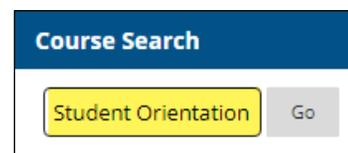
Making Content Areas Available to Guests

1. In your course, make sure that you have **EDIT MODE** turned on.

2. In your course menu, locate a content area link that you wish to share with guests. Roll your mouse over the link and click the context arrow button.

3. From the context menu that appears, select **PERMIT GUESTS**. The content area will become available to guests who visit the course.

How Guests Access the Course

1. In a web browser, go to **Blackboard.matc.edu**. When viewing Blackboard's 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**.

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.

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.