Providing Guest Access to Course Materials

Guest Access in Blackboard allows individuals who are not enrolled in your course to be able to access content pages that have been set for guest access.

By default, all Blackboard courses are enabled to allow guest access to content pages that the instructor specifies as guest accessible. Typically, this is done to give students access to a syllabus and announcements area to preview the course before registering for it.

Please Note: Tests, Assignments, Discussions, and other secure areas of blackboard will never be accessible to guests.

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 navigation, roll your mouse over a button within your course menu so that it highlights and displays the gray context arrow button.

3. Click the gray context arrow button. From the context menu that appears, select PERMIT GUESTS.
How Guests Can Access Your Content

Individuals who do not have Blackboard access can follow these steps without logging into Blackboard. Individuals who are not enrolled in your Blackboard course but have Blackboard user accounts can log into Blackboard first before following these steps.

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.

3. The Browse Course Catalog page will display any search results that were found. If the course was found, click the COURSE ID LINK to visit the course.

4. The guest will be taken to the course and be able to view just the materials that were equipped for guest access.

5. Content that guests are not permitted to view will produce an “Access Denied” warning.