

## 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.**

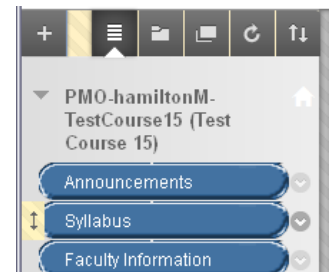
### Making Content Available to Guests


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.

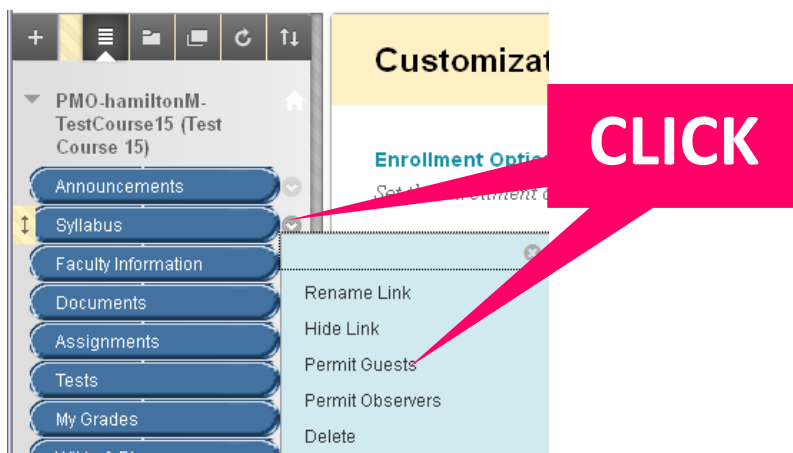


Edit Mode is: **ON** ?

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.

**Browse Course Catalog**

Search Catalog Course Name Contains Test Course 15 AND Creation Date Before 11/29/2012 Go

Browse Categories  
Select a category to see only courses in this category  
--unspecified category--

Course ID	Course Name	Instructor Names	Description	Textbooks
<a href="#">PMO-hamiltonM-TestCourse15</a>	Test Course 15	Megan Hamilton, Learning Objects		

Displaying 1 to 1 of 1 items Show All Edit Paging...

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

MILWAUKEE AREA Technical College

Employee Student **Courses** Academic Resources Student Support Community Content Collection New

Syllabus

PMO-hamiltonM-TestCourse15 (Test Course 15)

Announcements  
Syllabus  
Documents  
Assignments

**Syllabus**

Syllabus and Course Schedule

Attached Files: FA2013-Workshops.pdf (64.456 KB)

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

**Access Denied**

**Access Denied**  
Access to this resource is prohibited.  
Wednesday, November 28, 2012 4:44:45 PM CST