Guest access allows anyone who is not enrolled in the course to view the content areas of that course. The course instructor is able to turn on guest access, add guests, and control which content areas a guest is allowed to view.

**ALLOWING GUEST ACCESS**

1. Select the course for which you would like to allow guest access.

2. Click the **Customization** button within the Control Panel.

3. Click **Guest and Observer Access**.
4. Select Yes to Allow Guests.

5. Click Submit.

**NOTE:** Allowing guest access will allow users to search for your course in the Course Catalog and when they find it, they can click on a link to access the course. The image below shows several courses in Civil Engineering, but only the last course in the list allows guest access (it has a link).
ADDING A GUEST

1. Select the course for which you would like to add a guest.

2. Click the **Users and Groups** button within the control panel.

3. Click **Users**.

4. Click **Find Users to Enroll**.
5. If you know the potential guest’s username, type this in the space available. Otherwise click **Browse**, and search for this information by typing in the first name, last name, or email address of the person you wish to add as a guest.

6. **Select Guest** from the Role drop-down menu.

7. **Click Submit.**
PERMITTING GUEST ACCESS FOR COURSE CONTENT

1. Select the course in which you have added guests.

2. Click the action link (double drop-down arrow) next to the content area you would like to permit guests to view.

3. Click **Permit guests**.

After all of the above steps are complete guests will be able to view all content that you have made available to them. If you have permitted guests to view content and later do not wish that content to be visible follow these same steps, excluding the very last step. This time the **Permit guests** button will not be available. Instead, you need to click the **Deny guests** button. This will be located in the same place the **Permit guests** button was located previously. You can change the content that is or is not visible to guests at any time.

**NOTE:** Only Announcements and Content Areas allow guest access. All other areas of Blackboard, such as Tools, email, discussion boards, etc. are off limits to guests.