



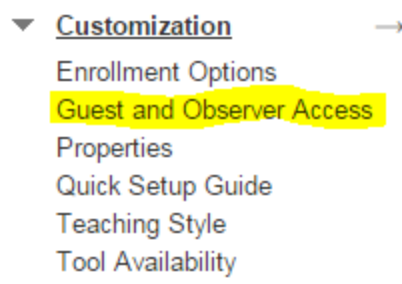
How to enable guest access for a Blackboard course

Certain courses in Blackboard may require guest access. Blackboard contains a course role of “guest” for which this can be addressed. Guests in a course may include an auditor, guest lecturer, or another party that is not traditionally enrolled in the course or affiliated with Vanderbilt University. *Guests will only have access to course content, assignments, and the syllabus. Guests will not have access to tests, discussion boards, and most course tools.*

For a guest to be enrolled in a Blackboard course, they must first have a VUnetID. To complete this process, the course instructor or department staff/administrator should email blackboard@vanderbilt.edu and request guest access to a course on behalf of the guest. The request should include the guest’s full name, the guest’s primary email address, and the course name and ID for which the guest needs access. If the guest already has a VUnetID, the instructor of the course has the ability to immediately add the guest to his or her course.

HOW TO ENABLE A COURSE FOR GUEST ACCESS

Before enrolling a guest into a course, the instructor should follow these steps:



1. Enable the course to allow guest access. From the **control panel**, click **Customization**, then click **Guest and Observer Access**.

ALLOW GUEST ACCESS

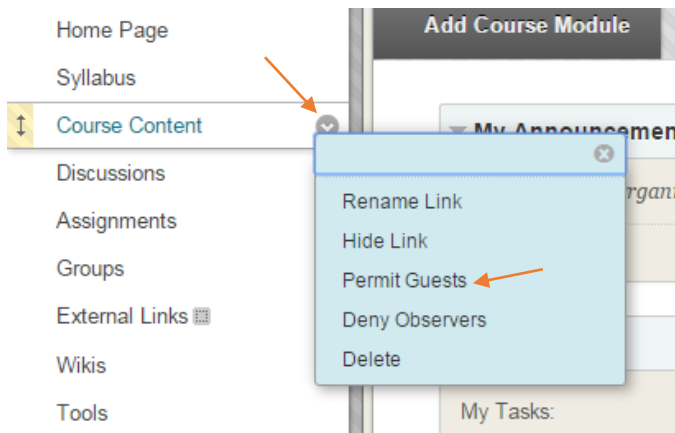
Allow guests to access this course?

Allow Guests Yes No

2. On the next page, click **Yes** to allow guest access. Then click **Submit**.

Now, the instructor will need to allow guest access for each content area of the course.

3. In the course navigation menu, click the drop-down arrow next to a content area and click **Permit Guests**. Follow these steps **for each content area** in the course navigation menu. If Permit Guests is not available to select, then the Guest role is not designed to be enabled for that particular tool or area of Blackboard.



Guest Access is now enabled for your course.

To learn how to enroll a guest (and other users) to your course, please [follow this tutorial](#).