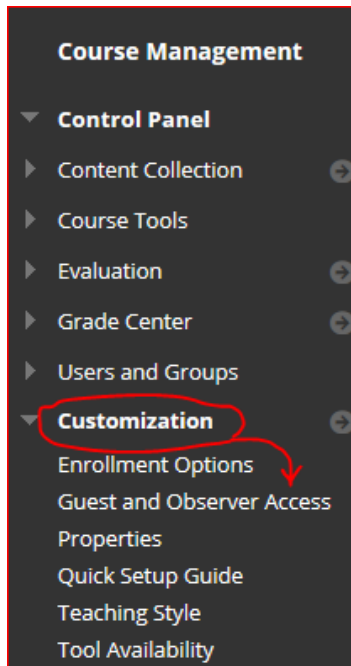


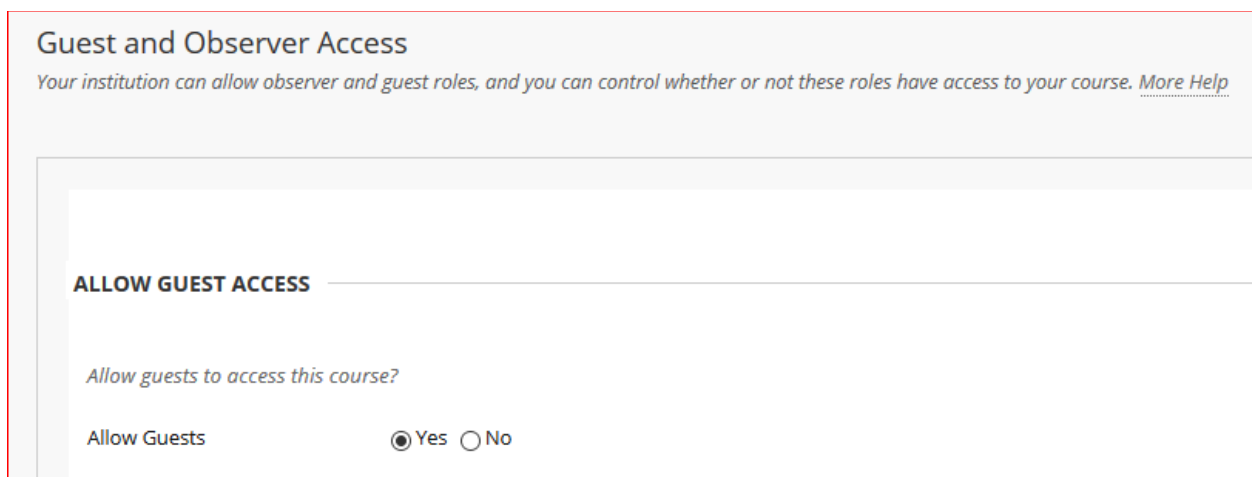
How to Enable Guest Access on Blackboard

Step 1) Enter the course in which you want to enable guest access to.

Step 2) On the left, under “Course Management”, click “Customization”, and then click “Guest and Observer Access”



Step 3) Left Click the circle to the left of “Yes” to enable users with the “Guest” role to access your course.



Step 4) Click "Submit" on the bottom right to finalize your changes:

ALLOW GUEST ACCESS

Allow guests to access this course?

Allow Guests Yes No

*Click **Submit** to proceed.*

Cancel **Submit**

Now your "Guests" will be able to access your course from their "My Courses" list upon logging in to Blackboard.