

Who can access a Blackboard course which is enabled for Guests?

Any member of the University (students or staff) with a central IT account enabled for Blackboard can access a course space enabled for Guest Access. This means students from outside of your School and your Faculty in any year of study can choose to view your Guest-enabled course content, but **ONLY** if they have the web address of your Blackboard course space.

How do I check if Guest Access is enabled on my course space?

In the Control Panel, check the settings at:

Customisation > Guest and Observer Access

If **Allow Guests** is set to **NO**, just click on the **YES** button and then **Submit** to enable it. Observer access settings are not relevant here and can be ignored.

When can Guests access a course space which is enabled with Guest Access?

Guest users can only access a course space during the **same** periods it is available to enrolled students.

- **Semester 1** units activated with default settings, Guests (and students) have access from week before the start of Semester 1 (September) through to the summer resit period.
- **Semester 2** units activated with default settings, Guests (and students) have access from 1 week before the start of Semester 2 (January) through to the summer resit period.

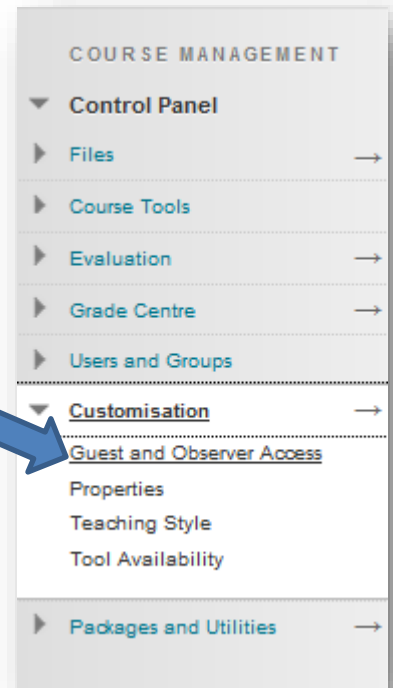
If you want Guests to be able to see Semester 2 units earlier, the default activation settings must be changed so that the Semester 2 unit is available **“Immediately”**.

Which areas of my Blackboard course space can Guests see?

Blackboard course spaces typically contain several Content Areas which act as containers for course materials such as notes, tests and assignments. Content Areas are accessed from the left-hand navigation menu in your course. Once the Guest Access option is enabled for the course space, each of these Content Areas can be set to either **Deny** or **Permit** Guest users.

What course items and activities can Course Guests see?

In Content Areas set to **Permit** Guest users, Guests can view all course content files (PDFs, Word, Excel and PowerPoint files, images, etc.), but not *interact* with any of the course tools, i.e. they cannot view or participate in discussions or take assessments.



What course materials might I wish to hide from Guests?

Typical examples of course materials which you may wish to hide from Guests include:

- Solutions to tutorial problems.
- Feedback on summative tests or other assessments.
- Any confidential information about the current cohort of students studying on the course.

On courses where there are multiple course instructors or TAs who help with uploading of content, the unit leader should take responsibility to ensure that *all* people with course edit rights have checked they are not exposing content that should be hidden from Guests.

What should I do if I have content I do not wish to release to Guest users?

Content that you do **not** wish to release to Guest Users should be moved to a Content Area which is set to **Deny Guests**. When in **Edit** mode, you can toggle Guest Access for any left-hand menu Content Area by selecting its options and choosing **Permit** or **Deny** Guests. If, after opening the menu options for a Content Area, you see the option **Deny Guests**, selecting this will set the Content Area to be hidden from Guests. The same menu option will then display **Allow Guests** and if selected, will allow Guests access to that Content Area. Your School may already have a policy on which Content Areas will be hidden from Guests. For consistency across programmes, you should follow your School's policy if there is one.

How will users access my course as Guests?

Staff and students who are not enrolled on your Blackboard teaching space can access the space as a Guest user with the **web address** (URL) to the Blackboard course unit. Note that only students or staff with a University IT username to login with will be able to access your course in this way. Your course space will not be open to the whole world.

How do I find the Guest Access URL for my Blackboard course space?

Within your Guest Access enabled course space, choose a Content Area which is enabled for Guests which you want Guests to see first when they visit your course space. Then copy the web address from your web browser. This is the Guest Access URL you can share with others not enrolled on your unit to give them Guest Access to your course space.

NOTE: ONLY current students or staff with a University user ID will be able to access your course in this way.

Visibility of course content items and tools to Guest users

Resource or Tool	Visible to Guests?	Details
Content Areas	See details	From the left-hand menu in Blackboard, set required Content Areas to allow guest access by clicking the drop-down and then selecting 'Permit Guests'. All sub folders within the Content Area will also now be visible to guests. For Guests to be able view items in Content Areas, ALL content (whether text or files) should be added via ' <u>Build Content > Item</u> ' and NOT ' <u>Build Content > File</u> '. If you have added files via ' <u>Build Content > File</u> ' you will need to set file permissions individually to permit guest access.
Contacts page	Yes	Visible to guests, including nested groups of contacts.
Announcements	Yes	Only if they are visible to students too.
Selective Release items	See details	Only "Date" release criteria apply to Guest users. Guests can see items that fall within Start and End dates. Any "Membership", "Grade" and "Review Status" criteria will prevent Guest visibility.
Class Collaborate	See details	Not accessible to guests unless the instructor has enabled guest access to the Collaborate Session and provided the guest with the URL.
Calendar	No	The link is not displayed to the user.
Glossary	No	The link is not displayed to the user.
Rubrics	No	The link is not displayed to the user.
Assessment Tests	No	The link is not displayed to the user.
Assignment (Bb)	No	The link and description is visible to users, but tool is not accessible.
Assignment (Tii)	No	The link is visible to users, but the tool is not accessible.
Discussion board or forum	No	The link is not displayed to the user.
Wiki	No	The link is not displayed to the user.
Blog	No	The link and description is visible to users, but the tool is not accessible.
Journal	No	The link and description is visible to users, but the tool is not accessible.
Chat	No	The link and description is visible to users, but the tool is not accessible.
All Wimba Voice tools	No	The links are visible to users, but the tools are not accessible.
Virtual classroom	No	The link and description is visible to users, but tool is not accessible.
Group	No	The link is not displayed to the user.

Lecture capture Podcasts	No	The link is visible to users, but it links out of Blackboard to the podcast server. However, the podcast viewing service is integrated with Campus Solutions and only allows users who are <i>enrolled</i> on a course unit to view the podcast video. This means Guest users from Blackboard will not be able to access the podcasts.
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