

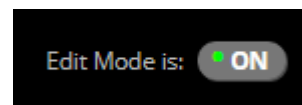
Blackboard "How To's"

Granting Guest Access

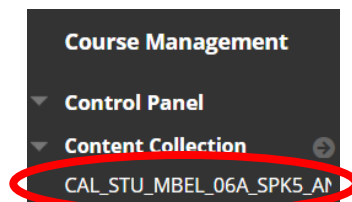
Grant guest access to files enables your parents and students to view your files without logging in.

To grant guest access:

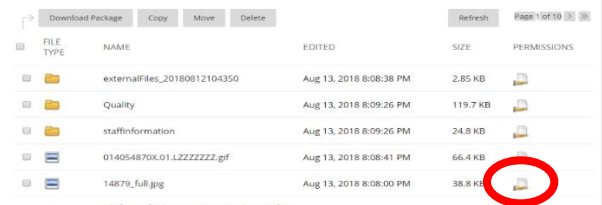
Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.



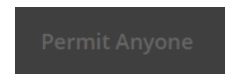
Scroll down to the bottom left hand corner and click on **Content Collection** under the **Course Management**. Click on the **Course Code** (It begins with CAL_...).



You will see the list of documents that you have added. Next to each item, click the hand icon under the **Permissions** column.



In the middle of the top toolbar, select **Permit Anyone**.



Set the permissions and click **Submit**. Repeat these steps for each document/item needing Guest Access.

SET PERMISSIONS

- Set Permissions
- Read
 - Write
 - Remove
 - Manage

IMPORTANT: You will need to let your parents and students know that they may still receive a prompt for a username and password but all they will need to do is click **Cancel** and the document will open.