

How to turn on “Guest” access in my course?

The Guest Access page is used to control whether or not guests, those users not enrolled in the course, are to have access to the course. To turn on “guest” access at the course level:

- Go to Control Panel
- Under **Course Options**; click **Course Settings**,
- Click on **Guest Access**.

The Guest Availability page will appear as shown below.



COURSES > TEMP_ZA677301_1_FALL_2001-02 > CONTROL PANEL > COURSE SETTINGS > GUEST ACCESS

Guest Access

1 Allow Guest Access

Do you want guests to be able to access this course?

Allow Guests: Yes No

2 Submit

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit

Entry fields

The table below details the entry fields on this page.

Item Information	
Allow guest:	Click either Yes or No to make the course available to guests.

- Then click “**Submit**” button

Note: You need to secure selected areas in the course if desired. For example, you can only allow guest access to Course Information button to see the syllabus. For more details on **Secure** access, please see “*How to make certain areas of my Bb course unavailable*” listed under managing your course.