Guest Access

Guests are defined as users in a course who do not directly participate in its activities. Guests may only preview unsecured content areas of a course site that has guest access enabled by the instructor. By default, all course sites are created with guest access disabled.
Here is the process:

Allow Guest Access to your Course

- Select **Control Panel** > **Customization** > **Guest and Observer Access**
- Click **Yes** next to **Allow Guests**
- Click **Submit**

Add a Guest to your Course

- Select **Control Panel** > **Users and Groups** > **Users**
- Click **Find Users to Enroll**
- Enter "UBITName" in the **Username** field
- Select **Guest** from the **Role** drop-down box
- Click **Submit**

Permit Guests Access to Specific Course Content

- From the **Course Menu** select the chevron (down pointing icon) next to the **Content Area** that you would like to grant guest access and select **Permit Guests**. In the below screenshot **Course Documents** will be permitted guest access: