

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:

The screenshot displays the Ublearns course management interface. At the top, the Ublearns logo is visible on the left, and navigation tabs for 'Updates', 'Courses', 'The Libraries', 'MyUB', 'Class Setup', and 'System Admin' are on the right. The main content area is titled 'Customization' and shows a notification: 'Permissions have been updated: ADM_TLC_koteras_052013.' Below this, there are sections for 'Enrollment Options', 'Guest and Observer Access', 'Quick Setup Guide', 'Teaching Style', and 'Tool Availability'. The 'Guest and Observer Access' section is expanded, showing a table with columns for 'Content Area', 'Allow Guests', and 'Permit Guests'. The 'Course Documents' row is highlighted, and a context menu is open over it, with 'Permit Guests' selected. The left sidebar shows the 'Course Management' menu with 'Control Panel' expanded to show 'Files' and 'Course Tools'.