Modifying Guest Options and Enrolling Guests in Blackboard

To modify the settings for guests and to enroll current KS Blackboard user into your course, please follow the instructions below.

1. After logging into your Blackboard account, choose the course you'd like to add students to.

2. In your CONTROL PANEL under the COURSE OPTIONS section, click on SETTINGS > GUEST ACCESS. Next to ALLOW GUESTS, click on YES. Then click on the SUBMIT button.

3. Next, click on MANAGE TOOLS under the COURSE OPTIONS section and click on TOOL AVAILABILITY.

4. Under the "Allow Guests" column check off the features you would like to enable guests to view.

5. In the COURSE OPTIONS section click on MANAGE COURSE MENU. You should see a list of all of the tools available in your BB menu.

5. Next to ANNOUNCEMENTS, click on the MODIFY button.

6. Place a check next to "Allow Guest Access". Guests should now be able to see your Announcements.

7. Repeat the process for Course Assignments and other things listed under your CONTENT AREA of your CONTROL PANEL that you would like to enable guests to view.
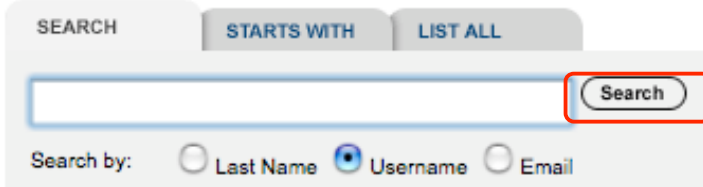
TO ENROLL A USER AS A GUEST THAT IS ALREADY IN OUR BLACKBOARD SYSTEM
To enroll a guest into your course that is already in our Blackboard system, please follow the instructions below.

1. In the CONTROL PANEL, click on ENROLL USER under the "User Management" section.

2. Use the SEARCH BOX to search for the user by typing the user name and clicking the SEARCH button. Once you've located the user, place a check in front of his/her name and click the submit button at the bottom of the screen.

3. You should now receive a confirmation receipt indicating your change. Hit the OK button to repeat the process for another user or to continue with other Blackboard tasks.

Note: If you cannot locate a student, he/she may not be entered into the system as a Blackboard user. He/she will have to be enrolled by our Blackboard administrator. Please contact your ITRT for assistance.

4. Finally, be sure to go to LIST/MODIFY USERS in the USER MANAGEMENT section of the CONTROL PANEL. Type the user's last name and hit SEARCH. Once you locate the guest, click on the PROPERTIES button next to their name.

5. Under ROLE AND AVAILABILITY in section 4, change the guest's role from the "Student" default to GUEST. Click on SUBMIT and hit OKAY when prompted.