



Make Your Blackboard Course Available to Waitlisted Students

Waitlisted students can access your Blackboard course as guests. This means they can access and view certain content in your course, but can't submit Blackboard assignments, post in discussion forums, or use a number of other tools available to regularly enrolled students. Below are some general guidelines regarding content types and tools guests can access:

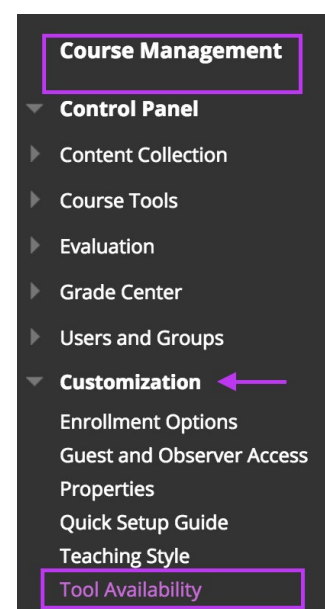
Content Item or Tool	Guest Access
Announcement	yes
Content Area	yes
Uploaded files (such as syllabus and readings)	yes
Item	yes
Modules	yes
Mashups	yes
Assignment	no
Test	no
Survey	no
Turnitin Assignment	no
Discussion Forum	no
Journal	no
Blog	no
Wiki	no

Make Content Available to Waitlisted Students


If you have waitlisted students (guests), you must take the steps below to make your content available to them. Content won't show up for guests automatically.

Part I: Give Guests Access to Specific Course Content and Tools

1. Log in to your course
2. Go to the left menu bar and scroll down to **Course Management**.

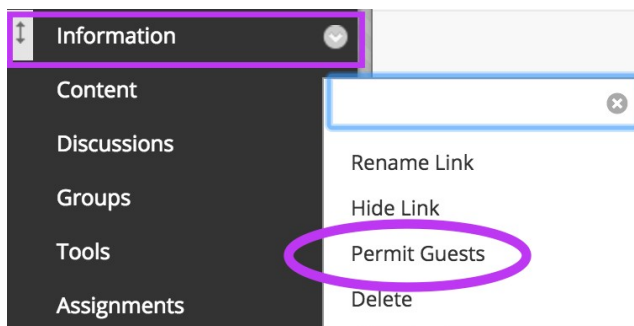


3. Click on the arrow by **Customization** and select **Tool Availability**.
4. Go through the Tool Availability list and select **Visible to Guests** next tools you want guests to be able to access. Generally, you will want to select **Announcements** and **Content Area**. This will allow guests to see all announcements you make and view most content types you place in a Content Area (see chart above).

TOOL 	AVAILABLE	VISIBLE TO GUESTS	VISIBLE TO OBSERVERS	AVAILABLE IN CONTENT AREA
Achievements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptive Release	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ALEKS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

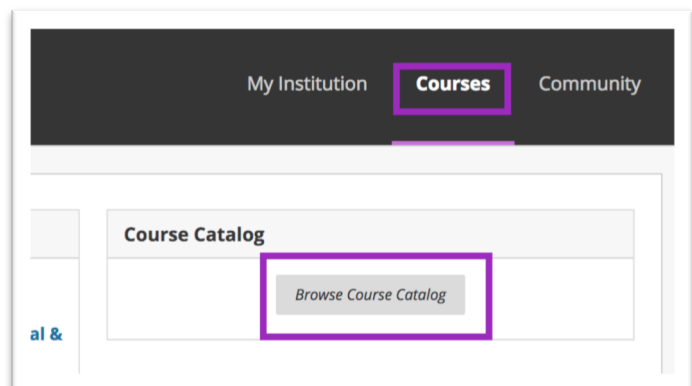
Part II: Make Content Areas in the Left Menu Bar Viewable by Guests

5. Go to your left menu bar and hover over a content area until a down arrow appears.
6. Click the down arrow and select **Permit Guests** in the menu.



Part III: Let student guest users know how to access your course.

1. You can simply copy your course url and send it to your guest students. They should be able to enter the course if they are logged into Blackboard. Students can also search for and enter your course using the Course Catalog
 - a. Select the Courses tab and click on Browse Course Catalog




- b. On the Browse Catalog page, click on the course drop down menu and select name, course ID, or instructor and enter the correct course information in the next field.
- c. Click Go
- d. In the list that appears, click on the Course ID number (blue link) for the course you want to enter.

Browse Course Catalog

Search Catalog Courses Contains AND Creation Date Before

Browse Terms
Select a term to see only courses belonging to that term

COURSE ID 	COURSE NAME	INSTRUCTOR NAMES	DESCRIPTION	TEXTBOOKS
40023	18SS PSYC 001 - 1 Introduction to Psychology	Sara Manuel		

Displaying 1 to 1 of 1 items |