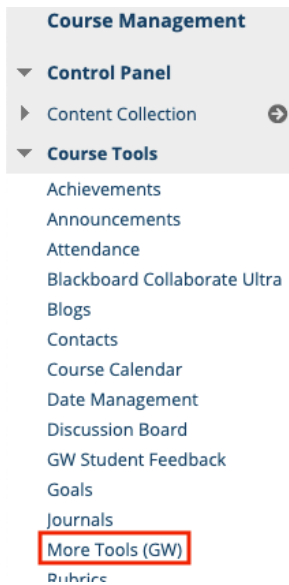


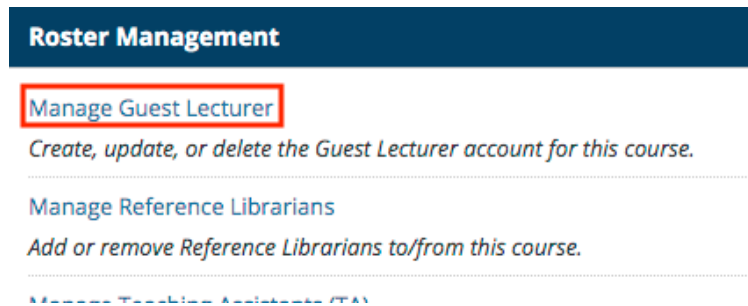
Grant Guest Access to a Blackboard Course

Use a Guest Lecturer account to grant guests not affiliated with GW temporary access to a Blackboard course. **It should not be used by unregistered students to access a course.** All Guest Lecturer accounts and associated data are deleted 30 days after the end of the semester.

1. Open the course you want the guest to access. Go to the **Control Panel**, click **Course Tools**, and select **More Tools (GW)**.



2. On the resulting page, click **Manage Guest Lecturer**.



3. Type a **password** into the password fields and change the **email address**, if necessary.

Course ID	TRN20_201902
Course Title	Training Course 20
Guest Lecturer Username	gl19trn20
* Password	<input type="password" value="....."/>
* Password (Again)	<input type="password" value="....."/>
* Email Address	<input type="text" value="itl@gwu.edu"/>

Note: Take note of the Guest Lecturer User Name and Password. You will need to share this information with your guest.

4. Click **Submit** to finish. To access the course, your guest will go to blackboard.gwu.edu and log in with the Guest Lecturer User Name and the password you created.

5. To update or delete the Guest Lecturer account, go back to the **Manage Guest Lecturer** page and choose to **Update Guest Lecturer** or **Delete Guest Lecturer**.

