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.

   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.