

## Creating a Guest Login Account

It is possible to create a guest login account in Blackboard. Guest accounts can be assigned the role of student, instructor, TA, course builder, or grader. Once created, the guest account can be associated with one or more courses. More than one guest account can be created. Roles can also be changed after they are created.

Possible uses of a guest account:

- Create a student account to login to your courses as a student. Check that hidden information is truly hidden and take tests as that student to see that the tests look and behave as you intended.
- Once a guest student has been added to your course, enter some sample grades in the grade center and check to see that any formulas used are set up properly.
- Create a student account and share it with students who are registered for your class but do not yet have JHED IDs, so that they can login and view material that you've added to your course.
- Create an instructor account for instructors outside of JHU that you would like to have access to your course.

### To create a guest account:

1. Once you've logged in to Blackboard, click the 'Faculty/Staff' tab at the top of the screen.

**Note:** If you do not see the Faculty/Staff tab, please contact [blackboard@jhu.edu](mailto:blackboard@jhu.edu).



2. Next, click the 'Guest Mgmt' sub-tab.



3. Choose whether to create a single account or multiple accounts and click Submit. In this example, we selected the 'single account' option. (see below for creating multiple accounts)

### 1. Select the desired guest account creation method

*Please choose whether to setup a single guest account, or whether to create multiple*

- Add a single guest account.
- Add multiple guest accounts at one time via a file upload.



4. Fill in the guest account information:

**Note:** The email address must be an actual working **Non-JHU email address**. (You may have to create a test account with Google, Yahoo, Hotmail, etc., especially if you plan to share the guest account with others.) You will have to login to this email account to retrieve Blackboard login information.

## 1. New Guest Account Information:

Email address <i>(This will be your guest's new login id.)</i>	* <input type="text" value="bb9testing@gmail.com"/>
Verify the Email Address	* <input type="text" value="bb9testing@gmail.com"/>
First Name	* <input type="text" value="bb"/>
Last Name	* <input type="text" value="testing"/>

4. Select one or more courses for the guest and specify the guest's role in each course:  
(For more information on specific roles, please see the 'Course Roles' tutorial.)

In this example, we'll select Bb9 Test Course and assign the 'student' role to the guest.

## 2. Please select one or more course/organization role(s) for the new guest:

ASEN Faculty Sandbox 08 [AS.FAC.SBX.08.SP10]	Select
ASEN Faculty Sandbox 09 [AS.FAC.SBX.09.SP10]	Select
ASEN Faculty Sandbox 10 [AS.FAC.SBX.10.SP10]	Select
Bb9 Test Course [amy_test_course]	Select
Candice's Test Course [candice_test]	Select
Cheryl's Test Course - CER [AS.555.555.01.SP10]	Instructor / Leader
Dara's Test Course [dara_test_course]	Teaching Assistant / Assistant
EN.540.414.01 Computational Protein Structure Prediction and Design [EN.540.414.01.SP10]	Course Builder / Organization Builder
	Grader / Grader
	<b>Student / Participant</b>

5. Click Submit.

**Submit**

6. You will receive a message similar to the one below:

**[August 21, 2010 07:52 AM]**

**Your Blackboard guest account for bb9testing@gmail.com has been successfully created and assigned the selected role(s). The initial login details for the guest account have been sent to bb9testing@gmail.com. Any further management for this new account may be done through the Blackboard interface.**

7. Login to the specified email account to retrieve your initial Blackboard login information. In your inbox, you should receive a confirmation message similar to the one below:

## Blackboard Account Created

★ noreply@blackboard.jhu.edu to me

A guest account within Blackboard has been successfully created.

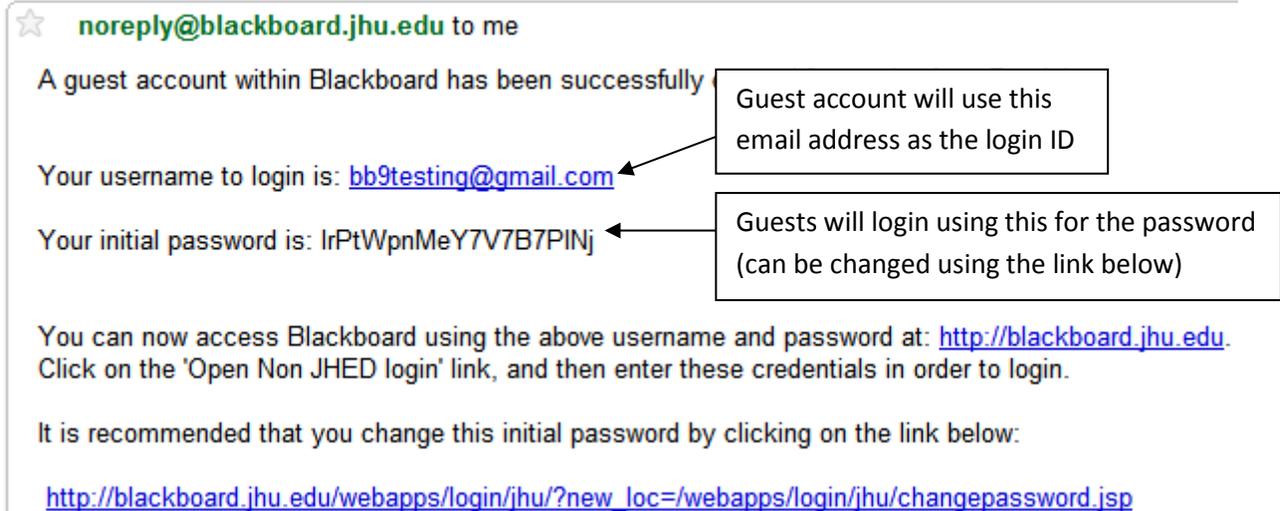
Your username to login is: [bb9testing@gmail.com](mailto:bb9testing@gmail.com)

Your initial password is: IrPtWpnMeY7V7B7PINj

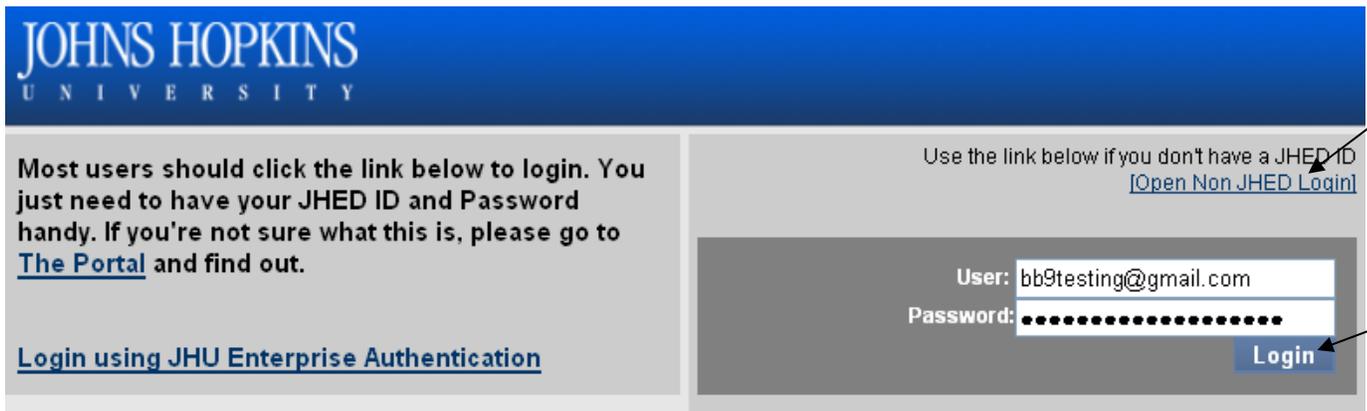
You can now access Blackboard using the above username and password at: <http://blackboard.jhu.edu>. Click on the 'Open Non JHED login' link, and then enter these credentials in order to login.

It is recommended that you change this initial password by clicking on the link below:

[http://blackboard.jhu.edu/webapps/login/jhu/?new\\_loc=/webapps/login/jhu/changepassword.jsp](http://blackboard.jhu.edu/webapps/login/jhu/?new_loc=/webapps/login/jhu/changepassword.jsp)



8. The guest can now login to Blackboard by going to <http://blackboard.jhu.edu>. On the Blackboard login screen, be sure to choose the 'Open Non-JHED Login' link in the upper right corner. Enter the ID and Password that was included in the confirmation email and click 'Login.'



9. Once logged in, the guest should be able to access the course.



### To create multiple guest accounts:

1. Follow steps 1-2 above. Choose the multiple guest accounts option and click Submit.

## 1. Select the desired guest account creation method

Please choose whether to setup a single guest account, or whether to create multiple accounts

- Add a single guest account.
- Add multiple guest accounts at one time via a file upload.

Cancel

Submit

2. Click 'Browse' to upload a .csv file containing the guest account information.

**Note:** The .csv file should be in the following format: *emailaddress,firstname,lastname* and should look something like this:

	A	B	C
1	mary@gmail.com	Mary	Smith
2	tom@gmail.com	Tom	Edwards
3	jen@gmail.com	Jen	Jones

The email address for each account must be an actual working **Non-JHU email address**.

## 1. Select a CSV file to upload

Please select a CSV file containing guest account information:

guest\_accounts.csv

3. After the file is uploaded, select one or more courses for the guests and specify their role in each course:

**Note:** All guest accounts contained in the file will be assigned the same role. If you want the accounts to have different roles, you must add them individually, as single guest accounts.

## 2. Please select one or more course/organization role(s) for the new guest(s):

Course/Organization	Role
Academic Integrity (Development Site) [ORG.AS.ACADEMICINTEGRITYDEVELOPMENTSITE]	Select
Amy Test 03 [amy_test_03]	Select
Ann's Test Course [ann_woodward_test_course]	Select
AS.020.151.01.FA12 General Biology I [AS.020.151.01.FA12]	Student / Participant
AS.020.151.02.FA12 General Biology I [AS.020.151.02.FA12]	Select

4. Click Submit. Follow steps 6-9 above to continue.

Submit

## To change the role of a guest account:

1. From inside of your Blackboard course, navigate to the Control Panel (lower left side) and select 'Users and Group' then 'Users.'



2. Locate your guest user in the list and click the dropdown next to the Username. Select 'Change User's Role in Course.'

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input type="checkbox"/>	azimmer4	Brusini	Amy	<a href="mailto:abrusini@jhu.edu">abrusini@jhu.edu</a>	Instructor		Yes
<input checked="" type="checkbox"/>	bb9testing@gmail.com	TESTING	BB	<a href="mailto:bb9testing@gmail.com">bb9testing@gmail.com</a>	Student		Yes
<input type="checkbox"/>	cgoh1			<a href="mailto:ian.goh@jhu.edu">ian.goh@jhu.edu</a>	Student		Yes
<input type="checkbox"/>	mcole2			<a href="mailto:bcole@jhu.edu">bcole@jhu.edu</a>	Student		Yes
<input type="checkbox"/>	test1_student			<a href="mailto:test1_student@jhu.edu">test1_student@jhu.edu</a>	Student		Yes
<input type="checkbox"/>	test2_student			<a href="mailto:test2_student@jhu.edu">test2_student@jhu.edu</a>	Grader		Yes

A dropdown menu is open for the 'bb9testing@gmail.com' user, showing options: Edit, Change User's Password, and Change User's Role in Course. An arrow points to the 'Change User's Role in Course' option.

3. Select the new role for the guest account, make sure availability is set to 'Yes,' and click Submit. In this example, we'll choose the 'Teaching Assistant' role.

**1. Role and Availability**

Role  Course Builder  Grader  Instructor  Student  Teaching Assistant  Guest

Available (this course only)

**2. Submit**

4. The new role should be displayed.

<input type="checkbox"/>	Username	Last Name	First Name	Email	Role	Observer	Available
<input type="checkbox"/>	azimmer4	Brusini	Amy	<a href="mailto:abrusini@jhu.edu">abrusini@jhu.edu</a>	Instructor		Yes
<input type="checkbox"/>	bb9testing@gmail.com	TESTING	BB	<a href="mailto:bb9testing@gmail.com">bb9testing@gmail.com</a>	Teaching Assistant		Yes

An arrow points to the 'Teaching Assistant' role for the 'bb9testing@gmail.com' user.