



Blackboard Quick Reference Guide 8.0

"Learning the Content Collection" Series



Allowing Access to Non-Blackboard Users

One of the most exciting features in the Content Collection is to open up specific content for people who don't have an account in Blackboard. By providing a URL (generated by Blackboard), a person can view or even provide feedback on a Content Collection learning object, portfolio, etc. You can provide that link indefinitely or limit access to a certain time period.

Creating a "Guest Pass" to Content

Step 1: With the desired folder open, click **Modify** to the right of the content item.

Step 2: Click **Passes**.

Step 3: Click **Add Pass**.

Step 4: Set the lifetime of the pass (is there an expiration for users to access the item or not).

Step 5: Select the desired permissions for the item (read or read/write (modify) the item).



Double check the settings, because they cannot be modified.

Step 6: Click **Submit** and **OK**. The URL that can be given to users to view the content will be listed.

	Add Pass		Email Pass		Remove
Expires	Read	Write	Link		
<input type="checkbox"/>	Apr 11, 2009 7:59:58 AM	✓	✓	http://maricopa-dev.blackboard.com/webapps/cmsmain/webuil_xy-2801_1-tid_Lrgz1ZCU	

Step 7: To send an email with the URL, check the box to the left of the pass.





Step 8: Click **Email Pass**.

Step 9: Enter the email address(es) and modify the Subject and Message as desired.

Step 10: Click **Submit**. The email is sent to the person(s) designated. You will be copied on the email. The user will click the link received in the email to view/download the content.

Sharing a Portfolio

After creating a portfolio (see separate quick reference guide), you can share it with others (including non-Blackboard users). The portfolio must be made available before it can be shared (modify the settings of the portfolio to set availability).

- Step 1:** In **Portfolios** , click **My Portfolios**.
- Step 2:** Click **Modify** for the desired portfolio.
- Step 3:** Click **Share Portfolio**.
- Step 4:** Click the **Share with External Users**  button.
- Step 5:** Enter the email address(es) and modify the Subject and Message as desired. You have two options in this section:
- Send a copy of the message to yourself
 - Send a blind copy of which the regular recipients have no knowledge.
- Step 6:** Choose whether to enable password protection and/or set an expiration date.
- Step 7:** Click **Submit**. You are returned to the Share Portfolio page and the email is sent immediately.
-  To refresh your memory on the share and email settings, click **View**.
-  The access can be removed at any time by selecting the shared user and using the **Remove** button on the action bar.

Here is a sample email:

```
Ron Schilling has invited you to view the Portfolio: Profile --
Ron Schilling

Click the link below to view the Portfolio: Profile -- Ron
Schilling

http://bbcontweb.maricopa.edu/webapps/bbcms/portfolio/launch?pid=
8\_1&tid=12\_1

This Portfolio is password protected. The Portfolio password is:
loreena
```