Enabling **Guest access** for a course gives view-only access to people who are not enrolled. **This can include people who do not have Bryn Mawr or Haverford credentials**, who can log into our Moodle site as **guests** to access guest-accessible courses.

**Before you start, you will need:**

- an Instructor of record or Other editing teacher role in a Bryn Mawr Moodle course.

**About guest access**

- Guests **can see everything** posted in a Moodle course, including readings, videos, and forum discussions.
- Guests **cannot** participate in Moodle course activities, quizzes and assignments.
- LITS **temporarily enables guest access for academic Moodle courses during pre-registration and registration** so that instructors can share share information with students who are not yet enrolled.
- Instructors can enable or disable guest access for their own Moodle courses at any time.
- **Anyone** can log into our Moodle site as a guest and view guest-accessible courses. We strongly recommend creating a password for courses that will be guest-accessible for long periods of time and sharing it with invited guests.

**Warning:** If students need to submit assignments or take quizzes in Moodle before they have officially registered for a course, please **enroll them** as Auditors, but remind them they will need to officially register for the course in Bionic to receive **academic credit**.

**Enable/disable guest access to a course**

1. Log in to your course.
2. Click **Participants**.
3. Change the drop-down menu at the top from **Enrolled Users** to **Enrollment Methods**.
4. Find **Guest access** and click the toggle as needed:
   - (Disable) -- Guest access is **on**; click to disable.
5. If you want to require guests to enter a password:
   - Click ⚙ (Edit).
   - Enter your **Password**.
   - Click **Save changes**.
   - Give this password to people who need to enter the course.

**Attention:** We strongly recommend creating a password for courses that will be permanently guest-accessible.

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**Find and enter guest-accessible courses**

Courses will only show up on your **My courses** page if you enrolled in them. To find and enter guest-accessible courses:

1. Log in to **Bryn Mawr Moodle** using the **Log in as guest** option if you do not have a account. (See **Moodle: Log in**.)
2. Search or browse for guest-accessible courses:
   - Click ⚡ (Search input toggle) and enter a keyword from the course title (all visitors).
   - Click Home, scroll down to **Course categories**, and browse through categories (only visitors logged in with Bryn Mawr and Haverford credentials).
   - Guest-accessible courses are marked with a 🌐 (Guest access) icon.
3. Click a **course title** and enter the guest access password if prompted.

If you don't have a guest access password, contact the **Instructor of record** or **Other editing teacher** to request it.

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**Questions?**

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

**Phone:** 610-526-7440 | **Library and Help Desk hours**
**Email:** help@brynmawr.edu | **Service catalog**
**Location:** Canaday Library 1st floor