Guest access lets people who are not enrolled in a Moodle course view what is posted in it. For academic courses, the College has recommendations for when to allow guest access:

- **Enable** guest access during pre-registration and shopping periods so that interested students can view courses' syllabi, readings, and course assignments.
- **Disable** guest access after registration has closed unless there are pedagogical reasons to leave a course open.

### Before you start, you will need the following:

- an **Instructor of record** or **Other editing teacher** role in a course (a **Non-editing teacher** cannot enable guest access).

### What guests can and can’t do

- Guests can access the course without brynmawr.edu or haverford.edu credentials, although they can be required to enter a password.
- Guests can see everything you have posted to the course (including readings, videos, and discussion).
- Guests **cannot** participate in course activities and assignments.

### 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. Remind these students that they still need to officially register for the course through Bionic. Otherwise, they cannot get academic credit for it.

### Enable/disable guest access for a course

1. Log in to your course and click **Participants** in the sidebar menu.
2. Change **Enrolled Users** to **Enrollment Methods**.
3. If **Guest access** is grayed and there is a line through the **Enable** icon, it has been disabled. Click the icon to turn guest access on. Otherwise, leave it as is.
4. If you want to restrict guest access, click the **Edit** (gear) button.
5. On the next page, add a **Password**. 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.

6. When finished, click **Save changes**.

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**Find and enter guest-accessible courses**

The **My courses** page will only show courses you are enrolled in. To find and enter guest-accessible courses that you aren't enrolled in, do the following:

1. Log in to Moodle (if you do not have an account on Bryn Mawr's Moodle site, use the Log in as guest option).
2. Go to the Home page.
3. Use the **Search course** search box to find courses based on keywords. If you logged into Moodle with Bryn Mawr or Haverford credentials, you can also use the **Categories** menu to see all the courses offered by a particular department for a given semester.
4. Guest-accessible courses will have a **Guest access** icon (which looks like an open padlock) next to their title.
5. Click on the course title to enter. If you are prompted for a password, enter the one your instructor or course organizer gave you (not your BMC password). If you don't know the password or the password you were given isn't working, contact the instructor.

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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