Moodle: Guest access to courses

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.

- ⊘ (Enable) -- Guest access is **off**; click to enable.
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. 📄

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.

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