

LEARNING MANAGEMENT SYSTEM USER GUIDE: GUEST ACCESS

Subjects and communities, by default, permit access only to teaching staff and enrolled participants. Bearing in mind copyright compliance, guest access may be used to provide global access to all subject/community content for anyone with an internet connection. Although not all interactive tools (eg: discussion board, tests, and surveys) are available for guest participation, guest access may be used to showcase subject content to interested parties prior to or during teaching.

If you don't want to open the subject to the world, but do want a selection of university and/or non-university people to have access, you can use the specific options available in the Staff Management guide: http://www.lms.unimelb.edu.au/user_guides/staffmanagement_guide.pdf

Guest access is not the appropriate tool to be used for all subject or community 'visitor' access. A variety of tools exist to manage the different needs of visitor types (see below) and further information may be found in the relevant guides.

Intended user	Tool to use	Level of access provided	
		Read	Create / Edit
Anyone	Guest access (this guide)	✓	✗
University staff	Staff Role Management	✓	✓
University staff (honorary)	HR & Staff Role Management	✓	✓
Specific visitors	External User Management	✓	✗

Provision of guest access to a subject/community is a multi-step process, allowing considerable granularity in controlling content availability to either enrolled participants or a wider audience.

First, the subject/community should be made guest-accessible.

Second, tools and content areas must be made available/unavailable to guests as desired.

Allow guests into your subject

Turn on guest access for the subject/community to have options become available to make tools and content areas available.

1. In the *Control Panel*, from *Customisation*, select **Guest and Observer Access**.
2. Click *Allow Guests* **Yes**.
3. Click **Submit**.

Select the tools and content areas guests will be able to access

Once a subject/community has been made guest accessible

1. In the *Control Panel*, from *Customisation*, select **Tool Availability**.
2. Select the **Visible to Guests** option that corresponds with the option(s) you wish guests to see.
3. Click **Submit**.

Tools note: Only some tools can be made guest accessible. These include: announcements, calendar, glossary, handbook link and staff information. If a tool is not able to be selected it is because it has been disallowed at a system administration level. You are not able to override this setting.

Content area note: This method makes **all** content areas guest-accessible.

To hide a particular content area from guests: In the subject menu click the down arrow next to the content area name, then select **Deny Guests**.

If Deny Guests has already been selected for the subject menu item the option **Permit Guests** will be displayed.

How do guests access the subject?

Once the above steps have been taken, guests will be able to access your subject via a direct URL that you communicate via email or a website.

Using a direct URL

Any subject that has been made guest-accessible can be accessed using a default URL that has the subject code added to it.

Default URL – http://app.lms.unimelb.edu.au/webapps/ies-guesturl-bb_bb60/guest.jsp?subject_id=

Subject code – in the form code_year_instance e.g. HIST10005_2015_SM2

Resulting URL example – [http://app.lms.unimelb.edu.au/webapps/ies-guesturl-bb_bb60/guest.jsp?subject_id= HIST10005_2015_SM2](http://app.lms.unimelb.edu.au/webapps/ies-guesturl-bb_bb60/guest.jsp?subject_id=HIST10005_2015_SM2)

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