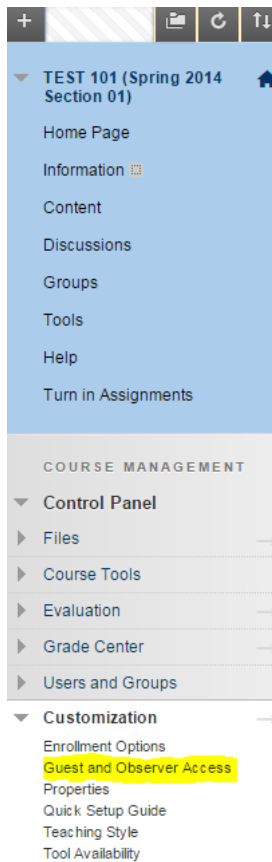


Allowing Observer Access

1. Go to Course Management → Control Panel → Customization → Guest and Observer Access



2. Under Allow Observer Access, click the radio button next to Yes.

Guest and Observer Access
Permissions controls Guest and Observer access to the Course. [More Help](#)

1. Allow Guest Access
Allow guests to access this course?
Allow Guests ☐ Yes ☒ No

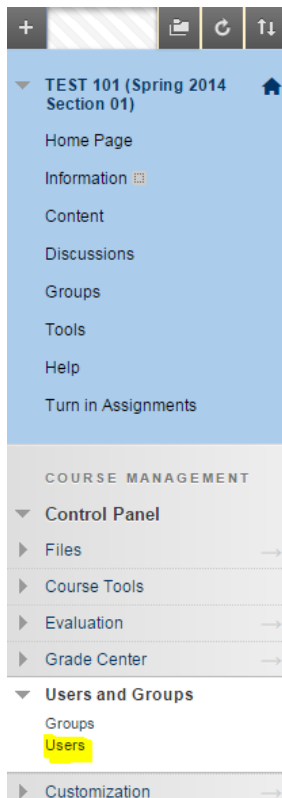
2. Allow Observer Access
Allow observers to access this course?
Allow Observers ☒ Yes ☐ No

3. Submit
Click **Submit** to proceed. Click **Cancel** to go back.

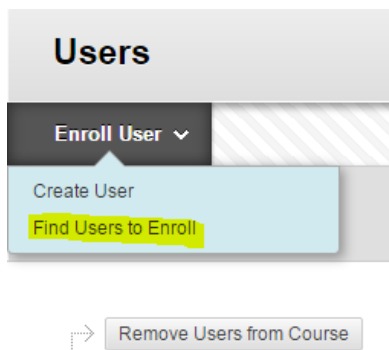
3. Click Submit.

Adding Users to a Bb Course

1. Go to Course Management → Control Panel → Users and Groups → Users.



2. Go to Enroll User and select Find Users to Enroll from the context menu.



3. Enter the CoyoteID(s) of the individual(s) that need to be added; delimit multiples using commas.

1. Enroll Users

Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.

✖ Username

Role

Enrollment Availability ☒ Yes ☐ No

4. Assign the role (access level) from the Role drop-down box; e.g. Observer.
5. Click Submit.