

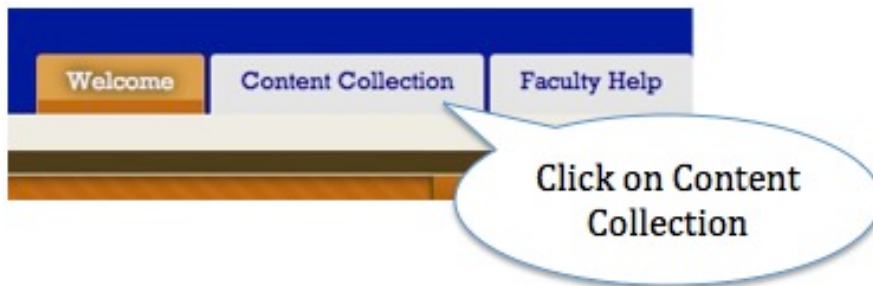
Using Passes to Share Content with Users Outside a Course or Org

By creating a **Pass**, you can share folders and course content item(s) such as PDFs, Word Documents, and PowerPoints with individuals who do not have access to your Blackboard course, such as students from a previous semester or another Instructor with whom you'd like to collaborate.

Creating a Pass

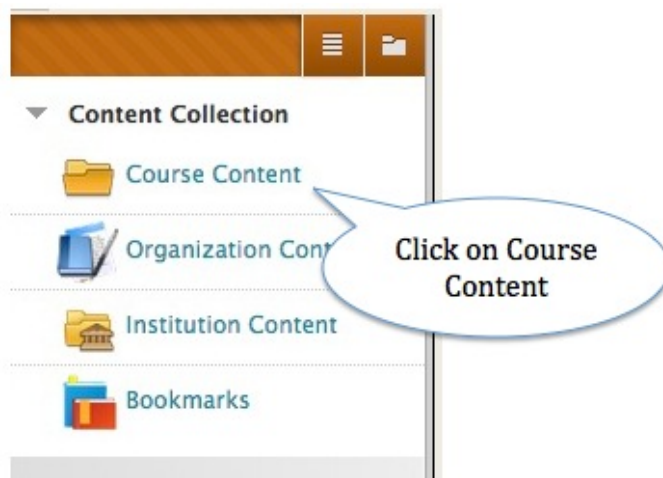
Step 1: Click on the Content Collection

Click on the **Content Collection** tab in the upper right corner of your page.

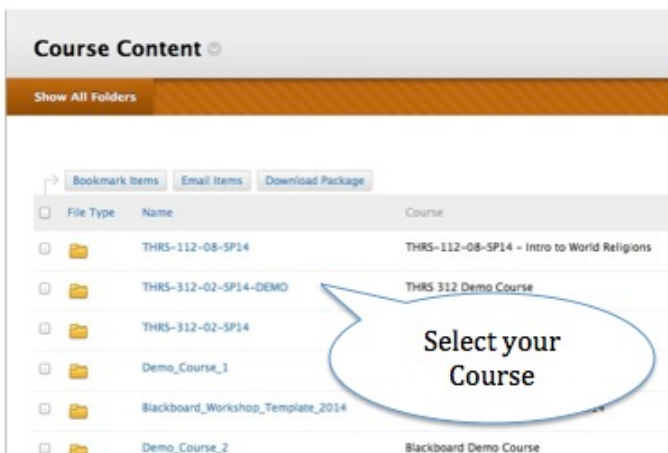


Step 2: Select Course Content

On the upper left portion of the page, select the folder where your content resides. If the files have been created as part of a course, select **Course Content**.



Step 3: Select Your Course



Step 4: Select Individual Files

If you want to share only one file, you can click on that file individually. Sharing multiple, but not all, of your files, will require creating a folder and moving those files into it. If you would like to share all of your course's files, hit the back button on your browser and select the entire course.

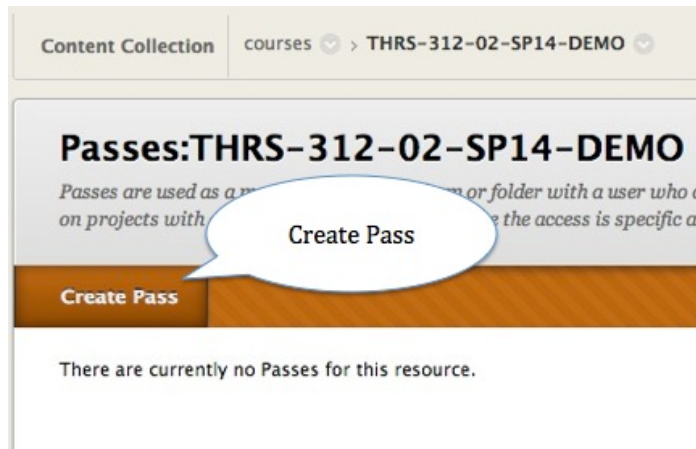
Step 5: Click on the Chevron and Select Passes

To create a pass, click on the chevron next to the title of the course, folder, or file and click **Passes**. In this example, the entire Content Collection of the course will be shared.



Step 6: Create Pass

Click on **Create Pass**.



Step 7: Customize Your Pass

Here, it is highly recommended that you create an expiration date for your Pass. Select the **Permissions** for this specific pass. So that users are unable to make changes to documents you share, it is highly recommended that you choose the **Read** option under Permissions.

1. Set Pass Expiration

Lifetime of Pass

- No expiration
- Lifetime of Pass

2. Select Permissions

Select the permissions for this Pass.

Permissions

3. Submit

After clicking **Submit**, a link will be displayed in two places for you to share. You can email this link directly through Blackboard or by copying and pasting the link to your email program. Users who click on this link will be able to access only the file(s) for which you created a Pass.

Success: Pass created.
Use the following path to access content using this Pass <https://ole.sandiego.edu/webapps/cmsn>

Passes:THRS-312-02-SP14-DEMO

Passes are used as a means of sharing an item or folder with a user who does not have access to the Content on projects with others outside the school because the access is specific and controlled.

Create Pass

	Expires	Read	Write	Delete	Link
<input type="checkbox"/>	Apr 25, 2014 11:52:36 AM	✓			https://ole.sandiego.edu/webapps/cmsn

Displa

Congratulations! You've successfully created a **Pass**. Users who have been given a pass for multiple files can click on the checkbox(es) next to the file(s) they would like to download, or click on the topmost checkbox to select and download all. Users may need to click "Show All" before downloading in the bottom-right corner to display all files shared.

More information about Passes can be found through Blackboard's official Help site here:

<http://bit.ly/BBpasses>