



How Do I Provide Temporary Auditor Access on bCourses?

Note to Faculty and Staff adding alumni auditors: typically, alumni are provided with **Guest CalNet Accounts** as their student CalNets may not be valid for current enrollment.

To learn how to create guest accounts visit the [CalNet Access Management page](#).

Step	Procedure
1	Log into bCourses (CalNet authentication required). On your course site's left hand side navigation, click on People .

The screenshot displays the bCourses user interface. On the left, a dark blue navigation sidebar contains icons and labels for 'Account', 'Admin', 'Dashboard', 'Courses', and 'People'. The 'People' option is currently selected, and a mouse cursor is hovering over it. The main content area features a grey header with the text 'THIS COURSE IS UNPUBLISHED' and 'Only Teachers Can'. Below this, a message asks 'Need help setting up your course?' with a blue 'Setup Checklist' button. At the bottom, there is a 'Syllabus' link with a right-pointing arrow.

Step	Procedure
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2	In People , navigate to the upper right corner and click +People .
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Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Scott Adams	99999991	UID: 9999991	MBA 101 LEC 01	Student	Jan 14, 2015 at 5:32pm	
William Bixby	99999956	UID: 9999956	MBA 101 LEC 01	Student	Feb 16 at 1:15pm	16:38
Susanna Hoffs	99999987	UID: 9999987	MBA 101 LEC 01	Student	Apr 20 at 2:13pm	14:04:20
Christopher Pine	99991701	UID: 9991701	MBA 101 LEC 01	Student	Jan 19 at 8am	
Alice Waters	99999980	UID: 9999980	MBA 101 LEC 01	Student	Dec 8, 2016 at 1:54pm	

Step	Procedure
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3	<p>In the ensuing dialog box, you will have options to add the auditor by email address, Berkeley UID, or Student ID.[*] When choosing roles, it is suggested to add auditors in the Observer role. When done with the options, click Next.</p> <p style="text-align: center;"><i>*Choose Berkeley UID when entering Guest CalNet IDs</i></p>
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Step	Procedure
4	You will receive notification that the user(s) is ready to be added. Click Add Users .

Add People ×

✔ The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
Oski Bear		1000001		UC Berkeley

Step	Procedure
5	<p>The user/auditor should now be added to your course site and appear in your People roster.</p> <p>If bCourses would not add the user/auditor, there may be issue with their email address or Berkeley UID. When this happens, contact helpdesk@haas.berkeley.edu for assistance.</p>

Announcements

Roster Photos

People

Study.Net Course Materials

Grades

Official Sections

Mailing List

Media Library (Panopto)

Quizzes

Assignments

Modules

Conferences

Syllabus

Everyone ? Groups + Group Set

Search people All Roles ▼ + People

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Scott Adams	99999991	UID: 99999991	MBA 101 LEC 01	Student	Jan 14, 2015 at 5:32pm	
Oski Bear	1000001	UID: 1000001	MBA 101 LEC 01	Observer		
William B...	99999956	UID: 99999956	MBA 101 LEC 01	Student	Apr 20 at 2:13pm	14:04:20
Susanna Hoffs	99999987	UID: 99999987	MBA 101 LEC 01	Student	Jan 19 at 8am	
Christopher Pine	99991701	UID: 9991701	MBA 101 LEC 01	Student	Dec 8, 2016 at 1:54pm	