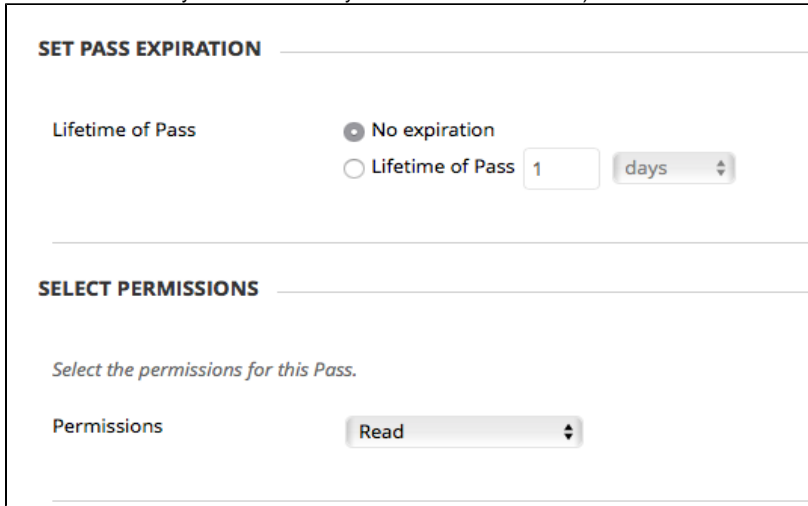


How to Share a File Using Passes

Passes can be used to share a file with a user for a specific amount of time. This is especially useful for sharing files with users who do not have system accounts. When a pass is created, the user decides whether to grant read or read and write permission to the file with the pass. When the time allotted for the pass is over, the user will no longer be able to access the file.

Step-by-step guide

1. Enter the Content Collection folder where the file you want to share is located.
2. Select the drop-down arrow next to the folders name and click **Passes**. (The parentheses indicates how many Passes currently exist for that folder/item).



The screenshot shows a form with two main sections: "SET PASS EXPIRATION" and "SELECT PERMISSIONS".

SET PASS EXPIRATION

Lifetime of Pass

No expiration

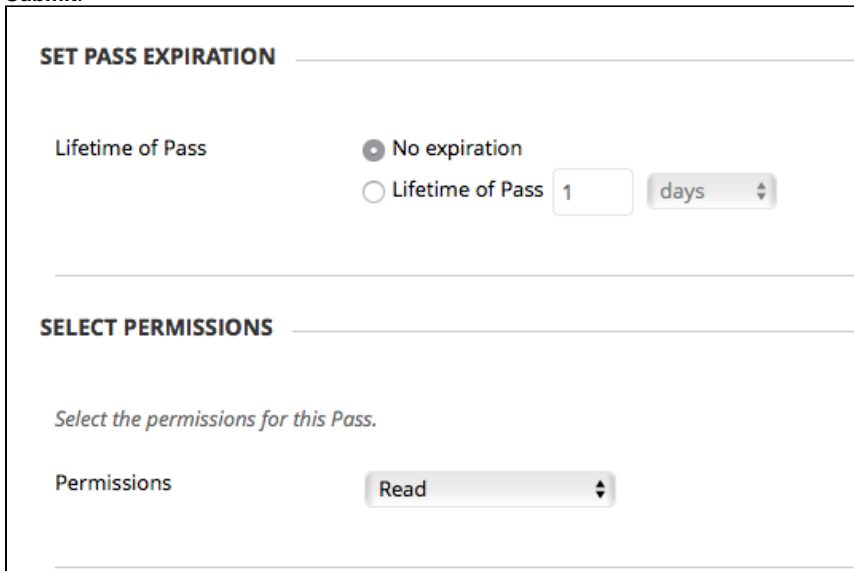
Lifetime of Pass 1 days

SELECT PERMISSIONS

Select the permissions for this Pass.

Permissions Read

3. On the Passes page, select **Create Pass** at the top right of the page.
4. Select the duration of the Pass and the permission level for those who use the Pass. Click **Submit**.



The screenshot shows a form with two main sections: "SET PASS EXPIRATION" and "SELECT PERMISSIONS".

SET PASS EXPIRATION

Lifetime of Pass

No expiration

Lifetime of Pass 1 days

SELECT PERMISSIONS

Select the permissions for this Pass.

Permissions Read

5. You can either copy the link for the Pass or send the Pass via Blackboard's email system.



Related articles

Page:How to Publish a Test to Blackboard with Exam Author

Page:How to Install and Configure Respondus Exam Author

Page:Troubleshooting Respondus Exam Author

Page:How to Access and Use the Retention Center

Page:How to Use Blackboard Messages

Email Passes
Email will be sent to the recipients indicated below. Separate multiple email addresses with commas. The Subject may be edited and additional text may be included. Do not edit the auto-generated links located in the Message body.

• Indicates a required field.

MESSAGE DETAILS

• To:

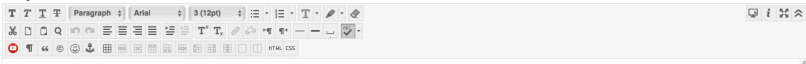
Cc:

Bcc:

From: Aubrey Larimore Vargas

• Subject:

Message



Content Pass sent by: Aubrey Larimore Vargas Click the links below to use this Pass to view content:
https://blackboard.missouristate.edu/webapps/cmsmain/webui_xy-1794765_1-1_PG50EJG?sp=1

Path: p Words: 19

For questions or comments, contact the Computer Services Help Desk
HelpDesk@MissouriState.edu
417-836-5891