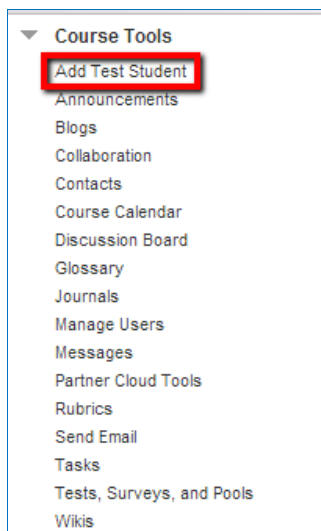


Adding a Test Student

The following steps can be used to add or remove the Test Student account for Blackboard 9.1 courses in which you are the **Instructor, Course Builder, or Teaching Assistant**. This allows you to test the content of a course from the student's perspective.

1. Log into your course. Under the Control Panel, click **Course Tools**, and select **Add Test Student**.



2. If your Test Student account has not already been created, the Create Test Student Account screen appears. For the account's user ID, Blackboard affixes **_s** to your Celt Login ID. Enter and re-enter a password to be used with the new account, and click **Submit**.

Create Test Student Account

You can use this feature to create a test student account, then enroll this student in your current course to be able to view the course as a student.

* Indicates a required field.

Cancel Submit

- #### 1. User Name

This will be the User name of your Test Account

Username
- #### 2. Password

Enter the password you wish to use for this Test Account

* Password

* Confirm Password
- #### 3. Enroll?

Would you like to enroll this Test Student on the Current Course?

Enroll
- #### 4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

- You should see the following screen after the account is created and the test account is enrolled in the course.

Modify Test Student Account

You already have a student account created and the user is enrolled in this course.

Unenroll Test User

Would you like to unenroll this user from the current course?
Note: unenrolling the test user from this course will also DELETE all the work the test account did in the course.

Change Test User Password

Change the password for the Test User.

- If your Test Student account has already been created, the Modify Test Student Account screen appears, and you should click the **Enroll Test Student in Course** button to grant the account access to the current course.

Modify Test Student Account

You already have a student account created but it is not enrolled on this course.

Enroll Test User

Would you like to enroll this user on the current course?

Enroll Test Student (collindb_s) in Course

Change Test User Password

Change the password for the Test User.

Reset Test Student Password (collindb_s)

5. You can verify by going to the Control Panel and clicking on **Users and Groups**, then **Users**.

▼ **Users and Groups**

Groups



Users

6. Enter the search information, and click **Go**.

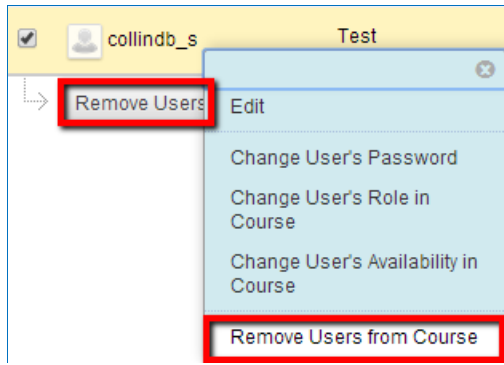
Search: Username ▼ Contains ▼ collindb **Go**

7. The search should display your Test Student's information.

Remove Users from Course Refresh

<input type="checkbox"/>	Username	First Name	Last Name ▲	Email	Role	Observer	Available
<input type="checkbox"/>	 collindb	David	Collins	collindb@stthom.edu	Instructor		Yes
<input type="checkbox"/>	 collindb_s	Test	Student	collindb@stthom.edu	Student		Yes

8. On the Users page, to remove the test account from the course, click the contextual arrow for the account, and select **Remove Users from Course**. You may also check the checkbox for the account and click the **Remove Users** button, or return to the **Add Test Student** link under Course Tools and click the from the control panel and click the **Yes, Unenroll Test Student** button



NOTE: Un-enrolling the test student will **DELETE** all work done while using this account.