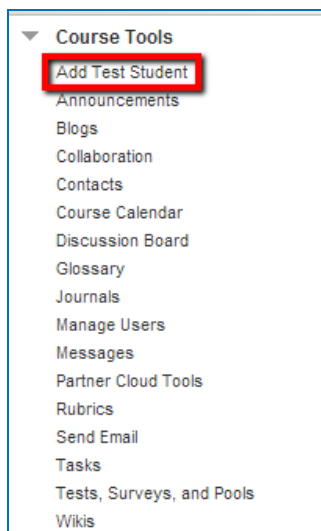


## Adding a Test Student

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**.

**USER NAME** \_\_\_\_\_

*This will be the User name of your Test Account*

Username

---

**PASSWORD** \_\_\_\_\_

*Enter the password you wish to use for this Test Account*

\* Password

\* Confirm Password

---

**ENROLL?** \_\_\_\_\_

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

Enroll

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

3. 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.

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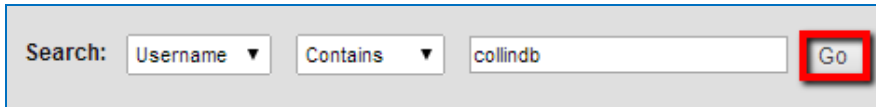
**Change Test User Password**

Change the password for the Test User.

4. 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.
5. You can verify by going to the Control Panel and clicking on **Users and Groups**, then **Users**.



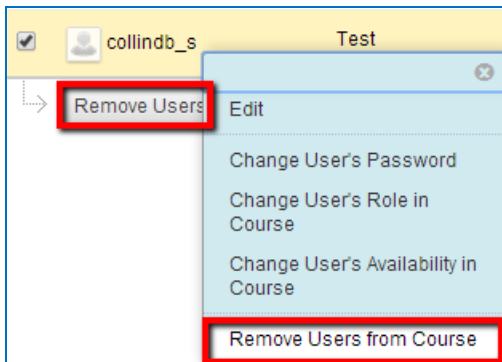
6. Enter the search information, and click **Go**.



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

<input type="checkbox"/>	Username ▲	First Name	Last Name	Email	Role	Observer	Available
<input type="checkbox"/>	collindb_f	David	Faculty	collindb@stthom.edu	Instructor		Yes
<input type="checkbox"/>	collindb_f_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.