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

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.

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.