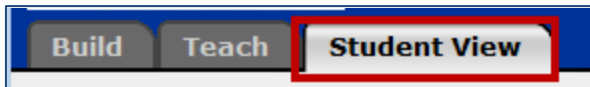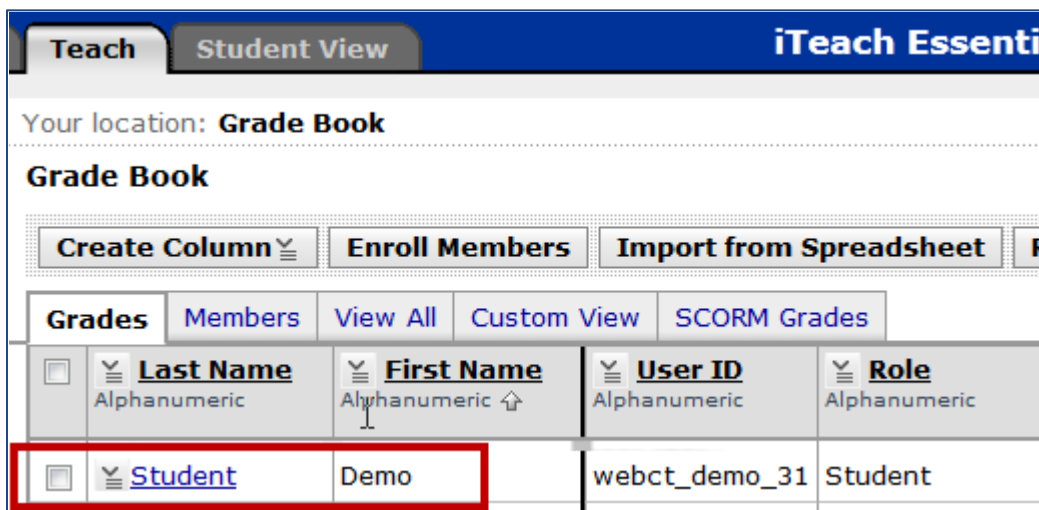# Add a "Test Student" to your course in Blackboard Learn

Why should you add a "Test Student" into your Bb Learn courses?

Many of our faculty who used our previous learning management system, Blackboard Vista, know that there was a tab in the interface labeled "Student View", and clicking this enabled the instructor to interact with the course as a "Demo Student."

This student actually showed up in *Grade Book*, and could physically interact with and submit items in the course (quizzes, assignments, etc.) and be graded, making it easy for faculty to answer questions or solve issues that arose from students .

Although Blackboard Learn does display course content from a student's perspective with Edit Mode turned "Off", it does not (currently) include functionality that is comparable to Bb Vista's "Demo Student."

In order to enable our faculty to navigate their courses in a true student role—and to troubleshoot student-reported issues when necessary--we have installed the ***"Add Test Student" building block.*** *This will enable instructors to quickly and easily create a "test student" that will actually appear in the Grade Center and can interact with the course as any other student would.*
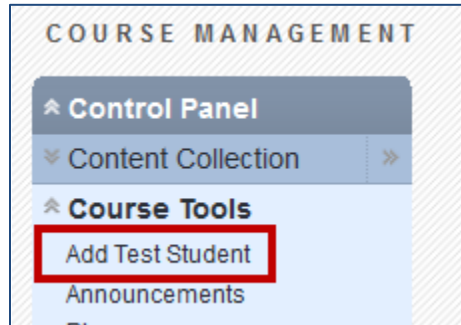
Instructors will use a separate username and password to log in through the Bb Learn production server's "backdoor" URL, rather than logging in via *myCommnet*.

The process is simple, fast, and effective!

Step-by-Step: Add a "Test Student" to your course

Please note that you will have to <u>repeat the process below for each course</u> you are teaching.

1. Log into Blackboard as usual via http://my.commnet.edu.

2. From the **My Courses** list, click to enter the first course to which you would like to add a "test student."

3. Scroll down to **Control Panel** (just below the course Menu) and click **Course Tools**.

4. Click **Add Test Course**.

5. Enter/make note of the important information on the **Create Test Student** window:

6. You will see a green banner at the top confirming your successful creation of your Test Student:

7. **To log in using your new *Test Student* account**, open a new browser tab or window an go this the Bb Learn production server "backdoor URL: **http://www.commnet.edu/student/blackboard/bbl_login_PROD.htm**

   o *Note: You cannot log in using a* Test Student *account through myCommNet!*

8. Enter the **Username** and **Password** that you just created for your *Test Student*. You will see the courses in which you are enrolled in the *My Courses* list.

9. **REPEAT THIS PROCESS FOR EACH COURSE YOU ARE TEACHING.**

To Un-enroll your Test student:

   o Follow steps 1-4 above.

   o You will see the ***Modify Test Student*** account window shown above, where you can un-enroll your *Test Student* or change the password.