# 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.

Teach	Student	View			iTe	each Essenti	
Your location: Grade Book							
Grade Book							
<b>Create Column</b> ≚		Enroll Members		Im	port from S	preadsheet F	
Grades	Members	View All	Custom	View	SCORM Gra	ades	
□ ¥ Last Name Alphanumeric		≚ <mark>First Name</mark> Alwhanumeric ☆			<u>ser ID</u> numeric	¥ <b>Role</b> Alphanumeric	
□ ≚ <u>St</u>	udent	Demo		webc	t_demo_31	Student	

# 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 repeat the process below for each course you are teaching.

- 1. Log into Blackboard as usual via <u>http://my.commnet.edu</u>.
- 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:

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.							
★ Ir	dicates a required field	1.		Cancel Submit			
1.	User Name						
	This will be the User	name of your Test Accou					
	Username	ts	The default Username of yo is your Banner ID plus "_ts				
2.	Password						
	Enter the password you wish to use for this Test Account						
	🗙 Password		Enter and confirm the pas				
	🜟 Confirm Password		wish to use, and make not	e of it.			
3.	Enroll?						
	Would you like to enr	oll this Test Student on	the Current Course?				
	Enroll		Leave this box checked.				
4.	Submit						
	Click Submit to procee	d. Click Cancel to quit.	Click "Submit"	Cancel Submit			

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

The test user (00001509_ts) was created and the test user added to the current course.					
Modify Test Student Account Confirmation message 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 Yes, Unenroll Test Student (00001509_ts) from Current Course					
Change Test User Password Change the password for the Test User. Reset Test Student Password (00001509_ts)	You can always return to this screen to unenroll Test Student or change the password.				

- 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: <u>http://www.commnet.edu/student/blackboard/bbl\_login\_PROD.htm</u>
  - 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:

- Follow steps 1-4 above.
- You will see the *Modify Test Student* account window shown above, where you can un-enroll your *Test Student* or change the password.