MxCC Distance Learning Documentation

Blackboard – How to Add a Test Student and See a Course in Full Student View

Adding "Test Student" to your course in Blackboard Learn allows you to view your course in Student perspective. This helps you troubleshoot any potential errors made in the course and view exactly what your students will see in your course. You will need to add a "Test Student" for EVERY course you teach in Blackboard Learn. There are three steps involved in adding a "Test Student" and reviewing your course in "Student View".

Step 1: Logging on to your Blackboard Learn Course
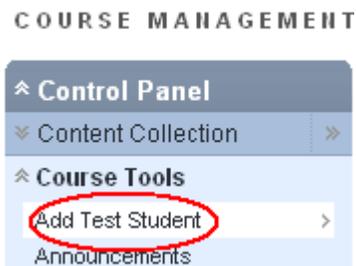
Step 2: Adding a Test Student.

Step 3: Using the Test Student to log on to your Blackboard Learn Course

Step 1: Logging on to your Blackboard Learn Course

1. Go to my.commnet.edu. Enter your username and password and click on Login button.

2. Click on Blackboard icon at upper right. Select "Blackboard Learn Fall 2012 Courses" link.

3. In My Blackboard page, click on the Course Name to enter your course.

Step 2: Adding a Test Student.

1. Go to "Control Panel" at bottom left corner and click on "Course Tools". Select "Add Test Student".

2. The username of the test student is shown in "1. Username". In "2. Username", enter the password twice for the Test_Student. In "3. Enroll", check "Enroll". Click on "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   [00001509_ts]   **The default Username of your Test Student is your Banner ID plus "_ts"**

2. Password

Enter the password you wish to use for this Test Account

★ Password   [   ]   **Enter and confirm the password you wish to use, and make note of it.**

★ Confirm Password [   ]

3. Enroll?

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

Enroll   ☑   **Leave this box checked.**

4. Submit

Click Submit to proceed. Click Cancel to quit.   **Click "Submit"**   Cancel **Submit**

3. You will see a message confirming that the test student has been added successfully.

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: unrolling the test user from this course will also DELETE all the work the test account did

[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.

4. Each professor has only one assigned Test Student. After you have done the above two steps, your test student account is set with a password. To enroll the Test Student to a different course, you will repeat the Step 1 and Step 2-1. Then click on "Enroll Test Student (…) in Course".

Enroll Test User

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

[Enroll Test Student (00701010_ts) in Course]

Step 3: Using the Test Student to log on to your Blackboard Learn Course

1. Within SEVEN days before the first day of a semester, you are able to use the Test Student account to review your course in student view.

2. You will go to the following address to log on to Blackboard Learn course with your Test Student username and password. Open a browser and type in the address :
    https://learn.ct.edu

3. Enter your username and password for the Test Student and click on Login button. The username of your Test Student is written as your "BannerID_ts". The password is the one you entered when you initially added the Test Student*.

4. Once you have logged on to Blackboard, you will see the course in which you have added the Test Student. Enter the course by click on the Course Name.

*If you forget the password of your Test Student, you can reset the password by going to your course as Instructor via MyCommNet. More specifically, repeat the Step 1 and Step 2-1. Click "Reset Test Student Password (…)". Type the password twice, click on "Submit". You will use the new password to log on as Test Student by following Step 3.

Change Test User Password

Change the password for the Test User.

    Reset Test Student Password (….._ts)

4.

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

6. 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 ○ *Note: You cannot log in using a* Test Student *account through myCommNet!*

7.

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

10.

11. **To Un-enroll your Test student:**

12. ○ Follow steps 1-4 above.

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

This instruction is adopted the handout developed by Tobi Krutt, Technology Training Manager, Connecticut Community Colleges