

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

Viewing your course in Student perspective helps you troubleshoot any potential errors made in the course and see exactly what your students see in your course. 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

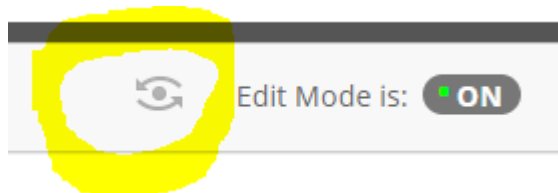
Step 3: Viewing Blackboard Learn Course in Student View

Step 1: Logging on to your Blackboard Learn Course

1. Go to my.comnet.edu. Enter your username and password and click on Login button.
2. Click on **Blackboard** icon at upper right.
3. In **My Institution** page, click on the Course Name to enter your course.

Step 2: Adding a Test Student.

1. In the upper right corner of the page, click on **Enter Student Preview**.



2. After first time you clicked on **Enter Student Preview**, you will add a test student (“YourName_Preview_User”) to Grade Center.

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

1. After you have viewed your course and test out a quiz or an assignment in Student View, you may switch back to Instructor’s view by clicking on “Exit Preview”. To keep your preview user in the Grade Center and your submissions, choose “Keep the preview user and all data” in the popup menu.
2. In Grade Center, you may use the “Preview_User” student to test out grade columns.