


2. **Add Test Student** permits an instructor to add a test student to their course. This will allow the instructor to experience the course as a student, including completing assignments and tests. To create a test student, click the “Add Test Student” link from the Course Tools menu. Blackboard will automatically assign a test student User ID (usually the instructors User ID_s). Enter a password for the test account, and check the “Enroll” box to enroll the account in the course. Click “Submit” to continue. Click “Cancel” to cancel the test account creation and return to the menu.

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


tc12345_s

Test account User ID (assigned by Bb)

2. Password

Enter the password you wish to use for this Test Account

 Password

 Confirm Password

Enter test account password in both fields

3. Enroll?

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

Enroll

☒

Check box to
enroll test account
in course

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit

Click to create
account

3. If the account is successfully created, the “Modify Test Student Account” page will appear. As the test account has been created, the Modify page will display when “Add Test Student” is selected from the Course Tools Menu. The Modify Test Student Account allows the instructor to unenroll the test student from the current course, reset or change the test student password, and / or delete the test student account completely.

NOTE: *Unenrolling and deleting the test student will delete all work done by that account in the course. Deleting the test account will delete all the work as well as the account.*

Modify Test Student Account

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 the course.

Yes, Unenroll Test Student (tc12345_s) from Current Course

Click to Unenroll
Test Student

Change Test User Password

Change the password for the Test User.

Reset Test Student Password (tc12345_s)

Click to reset the test
account password

Delete Test Student

Delete the Test User completely.

Note: deleting the test user will remove the test account from all courses, DELETE all the work the test account did in those courses, and will remove the test account.

Delete Test Student (tc12345_s)

Click to delete
the test student