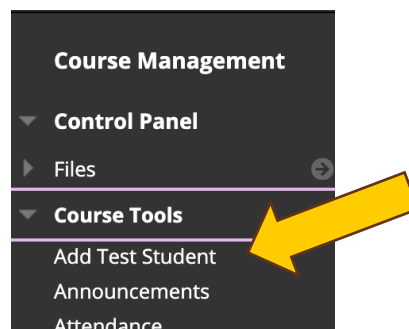




Adding A Test Student in Blackboard

Many instructors choose to add a test student to their Blackboard courses to simulate the student experience. In addition, the test student can be used for experimenting with grade calculations, rubrics, etc. from the instructor login, too.

1. When logged in to Blackboard with your regular instructor role, choose COURSE TOOLS from the bottom of the left panel menu.
2. Under COURSE TOOLS, choose ADD TEST STUDENT.



3. On the following screen, click the button ENROLL TEST STUDENT (username) IN COURSE. The username is in the brackets and is your username appended with _s.

A screenshot of the 'Modify Test Student Account' screen in Blackboard. The title is 'Modify Test Student Account' and there is a subtitle: 'You already have a student account created but it is not enrolled on this course.' Below this, there are two main sections. The first is 'Enroll Test User' with the question 'Would you like to enroll this user on the current course?' and a button labeled 'Enroll Test Student (ksteele2_s) in Course'. The second is 'Change Test User Password' with the text 'Change the password for the Test User.' and a button labeled 'Reset Test Student Password (ksteele2_s)'.

4. In the space below, set the password for this username. The test student is not tied to your ValpoNet password.

NOTE: You may choose any password of your preference. If you have already set a password in previous courses, you do not have to set the password. However, this is the space where you can reset the password, should you forget it (this must be done while logged in as instructor).

5. To experience the student view, logout of Blackboard and log back in as the test student.