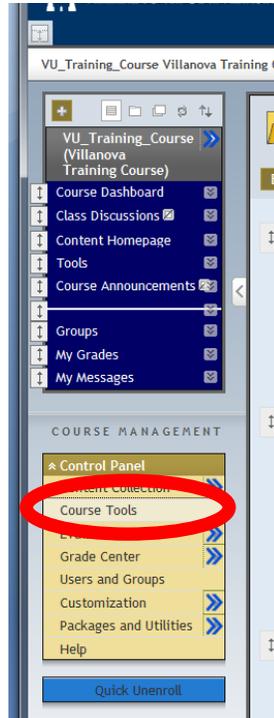


## Adding Test Student: Instructions for Instructors

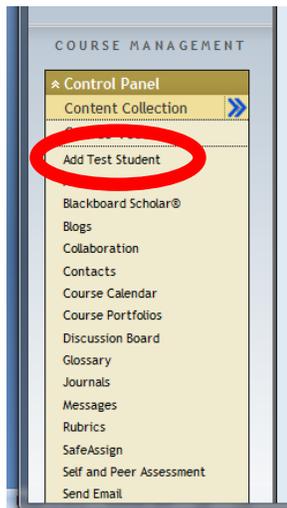
Instructors have the option of adding a “test student” to a course allowing for trying Blackboard tools from a student perspective.

Begin by logging in to any of your Blackboard courses.

Select the "Course Tools" link from the instructor's "Course Management" menu on the left.



From the list of tools select "Add Test Student"



On the next screen you will create a test student account.

The screenshot displays the Blackboard interface for Villanova University. The top navigation bar includes 'My institution', 'Courses', 'Content Collection', and 'System Admin'. The left sidebar shows a navigation menu with options like 'Course Dashboard', 'Class Discussions', 'Content Homepage', 'Tools', 'Course Announcements', 'Groups', 'My Grades', and 'My Messages'. Below this is a 'COURSE MANAGEMENT' section with 'Control Panel' and 'Content Collection' expanded to show 'Course Tools' such as 'Add Test Student', 'Announcements', 'Backboard Scholar', 'Blogs', 'Collaboration', 'Contacts', 'Course Calendar', 'Course Portfolios', 'Discussion Board', 'Glossary', and 'Journals'. The main content area is titled 'Create Test Student Account' and contains the following form fields:

- A note: "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." with 'Cancel' and 'Submit' buttons.
- A legend: "★ Indicates a required field." with 'Cancel' and 'Submit' buttons.
- 1. USER NAME: "This will be the User name of your Test Account" with a text input field containing 'ckolongo\_admin\_s'.
- 2. PASSWORD: "Enter the password you wish to use for this Test Account" with two text input fields for 'Password' and 'Confirm Password', both marked with a red star.
- 3. ENROLL?: "Would you like to enroll this Test Student on the Current Course?" with a checkbox labeled 'Enroll' that is checked.
- 4. SUBMIT: 'Cancel' and 'Submit' buttons.

The userid is shown and the instructor is asked to enter the initial password. There is also a checkbox to add this user to the course as a student. Complete this then click the Submit button, and the account will be created and the student added to the course.

If this test account already exists but the student is not enrolled in this course the instructor is shown a button to add that student account to the current course.

If the test account exists and is already enrolled in the course, the instructor is given the option of hitting a button to unenroll the test student from the course. Warnings are displayed telling them this will delete all work done by that test student.

### Using the Test Student Account

Once the student is added to the course, the instructor can log in using that student account to access all courses it was enrolled in. The best way to do this is to use two different web browsers (for example Firefox and Safari). Log into the course as an instructor in one, and a student in the other.

**Note** that this test student account is tied to an individual instructor and can be added to any course where that user is an instructor. The password should not be shared with others because they will gain access to ALL the test courses associated with this test student. If more than one instructor wants to have a test student in a course, then each instructor should use this tool to create his or her own personal test student to the course. An instructor cannot create multiple test

student accounts. This is deliberate, to prevent instructors from bypassing policy and using this tool to arbitrarily add people as students to their course.

### **Changing the Test Student Account Password**

Instructors who use this tool infrequently might forget the password to their test student account. They can reset this password as follows:

1. Log into the instructor account.
2. Select "Course Tools" from the instructor control panel menu.
3. Select the "Add Test Student" tool.
4. Select the "Reset Test Student Password" button.
5. Enter the password that should be used for the test student account. You will have to enter this twice.
6. Select "Submit" to make the changes.

Once this is done, you can log out then log into the test student account using the new password.

Adding a test student enhances the student view mode already available within Blackboard.

Experiencing Blackboard's tools from the student perspective provides instructors with first-hand knowledge on how the tool or tools work.

This tool gives faculty with an active learning experience from the student perspective.

Knowing how a specific Blackboard tool works from the student perspective enables faculty to more efficiently use that tool.