

How to Add a Test Student to Your Course

Edge Hill University has added an "Add Test Student" function that allows tutors to create a Blackboard Learn student account with which they can log in and test all aspects of the Blackboard Learn course as if they were a student in the course.

Here are some important things to know about the Test Student account:

1. When you use the Add Test Student tool, an actual Blackboard account is created in the format "Your Edge Hill User ID" + "_s" (e.g., John Doe's student account would be "doej_s").
2. As a tutor, you create and maintain the password for this account yourself. If you forget the password, simply log in to Blackboard with your Edge Hill (instructor) credentials, access one of your courses, and use the Add Test Student tool to enter new password information.
3. You will use the single Test Student account you create in ALL of your Blackboard courses.
4. You can unenrol the Test Student from any one of your courses at any time.
5. You can delete the Test Student account at any time.
6. Please note: In order for you to view the course with your Test Student account, the course must be available to students.

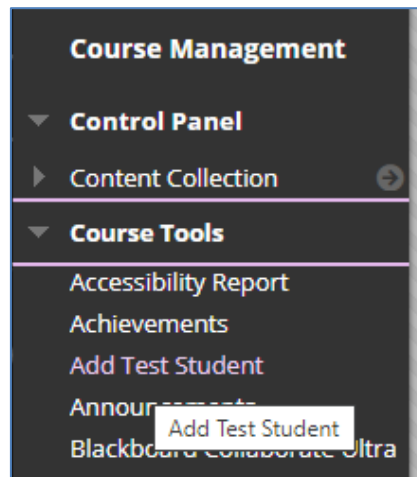
How to Log on with your Test Student Account

The "Add Test Student" feature adds a real student account to Blackboard only, NOT any other Edge Hill systems. For that reason, when you log in with your test student account, you must do so from <https://learningedge.edgehill.ac.uk> not from the Edge Hill staff pages.

You will most likely need to do this from another web browser as your current web browser may remember you are logged in to the Edge Hill systems and so won't allow you to log in using your pseudo student account.

Creating the Test Student Account

1. Under the **Course Management** menu (in a module area), select **Course Tools** and find **Add Test Student**.



If you don't see the Add Test Student tool, do the following:

- a. Under the **Course Management Menu**, click **Customization**, then select **Tool Availability**.
 - b. Click the check box beside "**Add Test Student**."
 - c. Click Submit. The "**Add Test Student**" tool will now appear under the **Course Tools** menu.
2. Click **Add Test Student** and the **Create Test Student Account** page will appear; the test student account name is filled in automatically.
 3. **Provide a password** and confirm the password.
 4. Select **Enroll** and click **Submit**.
 5. The Modify Test Student Account page will now appear. If you see this, it means your Test Student account has been created and the student has been enrolled in this course.

Modify Test Student Account

You already have a student account created but it is not enrolled on this course.

Enroll Test User

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

Change Test User Password

Change the password for the Test User.

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.