



Blackboard

Blackboard 9 Basics

Using a Student Test Account

Issues and Answers

Issue: Will this login be visible to my students?

Answer: Yes, it will. In particular, they may see it when using Messages or Email.

Issue: How do I unenroll the student test account?

Answer: While logged in as an instructor, go back to the **Users** page, search for the username for your student test account, i.e., the login name. Then click on the chevron next to it and select **Remove Users from Course**.

Tips and Tricks

Tip: You can avoid having to logout of the instructor account in order to login as the student by starting up an alternate browser and logging in as the student in that browser. For example, on Windows you could use Firefox for the instructor account and Internet Explorer for the student test account.

Blackboard currently provides the **Edit Mode** switch which instructors may turn **Off** to switch from “instructor view” to “student view”. Unfortunately, an Edit Mode setting of Off does not provide a completely accurate representation of what a student sees. For example, the instructor cannot see what My Grades looks like to a student or see the test timer counting down when previewing a test. To give instructors the most accurate view possible, a student test account is available to each online instructor. Instructors may enroll their test account into any shell they are using, then login using that account and get an accurate student view.

The test account login name is based on the instructor’s name. It is a concatenation of the first initial and last name of the instructor, e.g., Jane Doe’s login would be “jdoe”. The password for the account may be obtained by calling (x2858) or sending email to CTLT (ctl@waubonsee.edu) and requesting it.

Enrolling the student test account: While logged in as an instructor, the student test account can be enrolled in a shell using the **Control Panel** which may be found on the lower left hand side of the page. Under **Control Panel**, click on **Users and Groups** and then click on **Users**.



Next, click on the **Enroll User** button and then **Find Users to Enroll**.



Finally, enter the student test account name in the **Username** field and click **Submit**.

* Username

Logging In: To login to Blackboard using the student test account the instructor should first make sure he or she is logged out of Blackboard as an instructor. This may be done by clicking the **Logout** link at the top of any shell. This will take the instructor to the Blackboard login page.



If the instructor was not already logged in, he or she may get to the login page from the mywcc portal on the Waubonsee home page. In the upper right hand corner of the portal is the Bb icon. Clicking on the icon will take the instructor to the login screen.



Once on the login screen, the instructor should login using the student test login and password.