

## Add a Test Student to Your Course

1. **Add a Test Student.** For most cases, using the student Preview Mode will allow you to see what the student sees in your course. However, there may be times you want to add yourself as a Test Student in a course. Doing so will allow you to see exactly what the student experience is when accessing your course.
  - a. Under Course Tools, click on Add Test Student. Then click on Enroll Test Student in Course. The first time you do this you will be asked to create a password. If you forget it, click the second option to reset the password.

**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.

2. As a Test Student, you can log into Blackboard and will have the role of Student. To log in, go to [concordia.blackboard.com](http://concordia.blackboard.com). Click on Alternate Login.

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Sign in using

3. Enter the Test Student username and password. Note: The Test Student username is always your username plus \_s. Click Login.

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Login

[Blackboard Single Sign-On Or Get Help](#)

4. You will access the course in the role of Student. To unenroll the Test Student go to Course Tools, then click on Add Test Student. On the screen that appears click Yes, Unenroll Test Student.

## 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.

### 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 the