How to Add a Test Student to Your Course

Although you can preview how your course looks to students by turning the course’s Edit Mode off, instructors can also preview and test their course by requesting a test student account and having it enrolled in one’s course.

What is a Test Student?

A test student account is a separate login that can be used to access the course. Instructors can request a test student account that can be used to access and interact with course content as a real student might. This is useful for ensuring that students can access course content as intended and identify areas that need adjustment.

Once a test student account is made, instructors can request that the test student be enrolled in one or more of their live Semester Course shells. To view the course with a test student account, the instructor will need to make the course available.

Alternatively, if an instructor has a Personal Master for their course, they can request that the test student be enrolled in the Personal Master. A Personal Master is a course shell that instructors can use to build their course content independent of the live Semester Course shells.

Enrolling one’s test student into their Personal Master gives the instructor the option of copying the test student’s enrollment from the Personal Master into any of their online classes themselves. This reduces the number of requests the instructor must submit to a Blackboard administrator.

PLEASE NOTE! - Content stored within a Personal Master can be moved into a live, Semester Course shell through a specific process: archive and import.

To Copy Your Personal Master’s Test Student Enrollment into another Course

1) Navigate to your Personal Master. Double-check to be sure this is the course.

2) Within the Personal Master, scroll down to the CONTROL PANEL and click ON PACKAGES AND UTILITIES. From the expanded menu, select COURSE COPY.
3) The Copy Course page will appear. Fill out the following information:

**Select Copy Type:** Choose “Copy Course Materials into an Existing Course”.

**Select Copy Options:** Complete the following options....

**Destination Course:** Click the “Browse” button. A page with your courses listed will appear. Select the course you want to copy your Personal Master’s enrollment into.

Please check to verify you have selected the correct course.

Once you are sure that this is the course you want the enrollment copied to, click the “Submit” button.

The selected course will be added to the “Destination Course ID” text box.

Next, **CHECK ONE CHECKBOX** listed under “Select Course Materials”. It can be a tool that you do not use.
3. **File Attachments**: Keep the default setting, “COPY LINKS AND COPIES OF THE CONTENT (INCLUDE ALL COURSE FILES)”, selected to be sure that any selected content will completely be copied into the course.

<table>
<thead>
<tr>
<th>Course Files</th>
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<tbody>
<tr>
<td>○ Copy links and copies of the content (Include all Course Files)</td>
</tr>
<tr>
<td>○ Copy links to Course Files</td>
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</tbody>
</table>

**Package Size**

- Calculate Size
- Manage Package Contents

4. **Enrollments**: Check the “Include Enrollments in the Copy” checkbox.

<table>
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When you are done, click the “Submit” button at the bottom of the page.

4) A confirmation message will appear on screen and be sent to your MATC e-mail account.