

## Adding a Guest Account as a Student (Bb 9.1.13)

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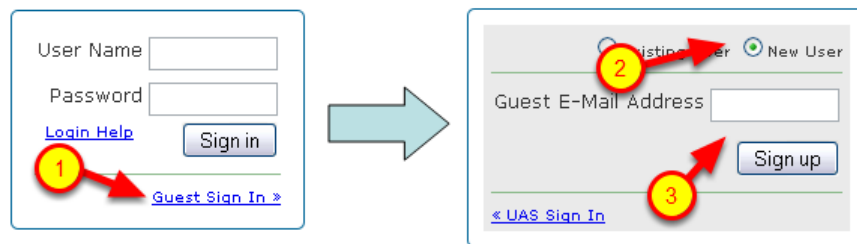
AUAS Online GuestAccount can be used to add a test student to your course.

In order to create a test student you will need to:

1. Create a guest account (if you do not have one already) using an email that is not your UAS email
2. Login to UAS Online using the guest account and visit the Blackboard server at least once
3. Close the browser or use a different browser and login using your "real" instructor account
4. Add the UAS Online GuestAccount as a student using their email as their username

You switch back and forth between your "real" self (the instructor) and your test student if they are logged using two different browsers (e.g., Firefox and Chrome or Internet Explorer and Firefox). You cannot use two different windows or tabs of the same browser and you should close the browser entirely (all windows and tabs) when switching between different accounts.

### Create a UAS Online Guest Account (Skip this step if you already have a UAS Online Guest Account)



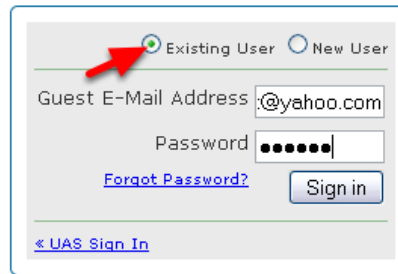
You will need access to an email account that is not your UAS email - this can be a gmail, hotmail, yahoo account etc.

Create your UAS Online Guest Account

- Click on "Guest Sign In" which is under the UAS Login
- Select "New User"
- Enter an email address
- Click Sign Up

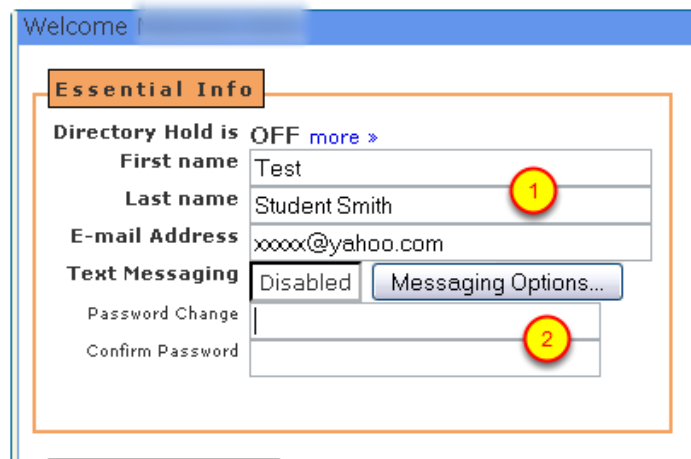
Next you'll go to that email to find your password

## Go to your Guest Account email and find your password - return to UAS Online and login



- Go to your Guest Account email and find the email from UAS Online. Check in your junk folder if necessary.
- Copy the password provided.
- Return to UAS Online, Click on Guest Sign In
- Enter your Guest Account email and past in the password provided.
- Click Sign In

## Change your Guest Account password



If you are creating a new guest account you will be taken to the "Profile" page. Edit the information in the "Essential Info" box.

1. Give your Guest Account a name (e.g., "Test Student Smith")
2. Change the password to one you will remember.
3. Click OK

To change your Guest Account password in the future, access the profile by click on either the name in the upper right, or on "Edit Profile" at the top of the profile box. You can also reset your password by clicking on the "Forgot Password?" link on the Guest Account login page.

## Have the Guest Account visit the Blackboard server

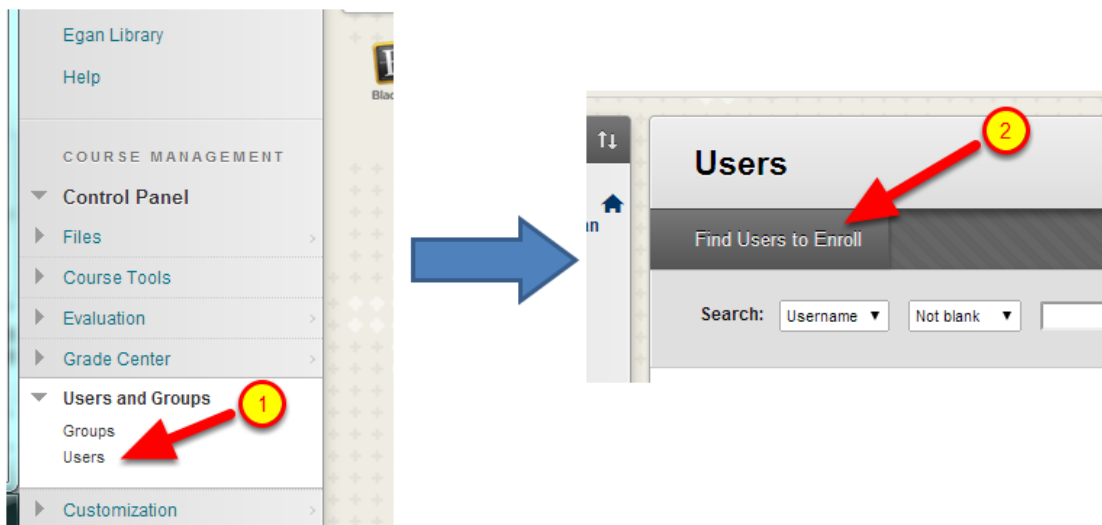


Login to UAS Online with the GuestAccount and visit *any* Blackboard course (courses for Fall 2012 semester or later at least once. You can do this by searching for any course in the Fall 2012 semester or later. Search for your own courses by entering your last name and clicking "instructor".

If you want your GuestAccount to "remember" the course, click the "Bookmark" link next to the course name when it turns up in your search.

Click on the link to the course to enter the Blackboard course. Once the GuestAccount has visited at least one course it will be in the Blackboard database. It will not be necessary to repeat this step for every course. (Note that the test BBSANDBOX uses a different server - if you want to use your test student in BBSANDBOX courses you will need to visit a course in that "semester".)

## Add the Guest Account as a Student in your course



- Logout of your browser completely (or use a different browser). It is usually best to close your browser completely when switching accounts.
- Login as instructor using your UAS account
- Go to the Blackboard Course
- Scroll down to the Control Panel and click on "Users and Groups", then on "Users" (1)
- Scroll up (if necessary) and click on "Find Users to Enroll" (2)

## Add the Guest Account as a Student using their email as their username

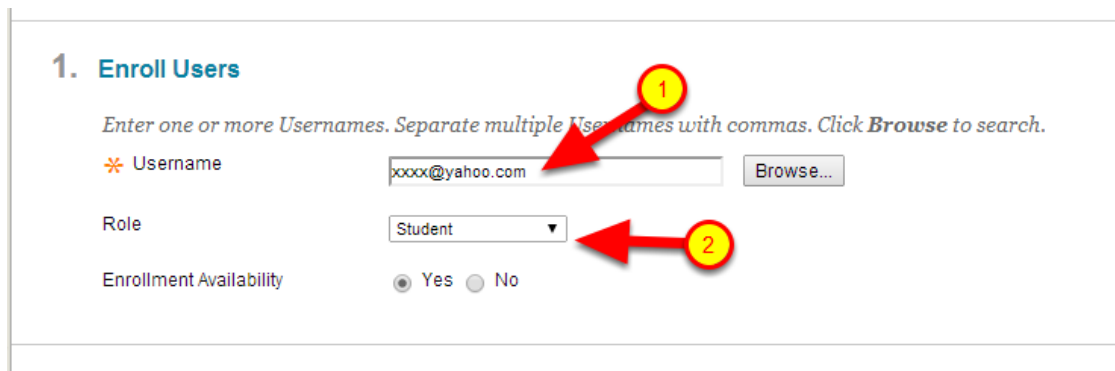
**1. Enroll Users**

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

\* Username

Role

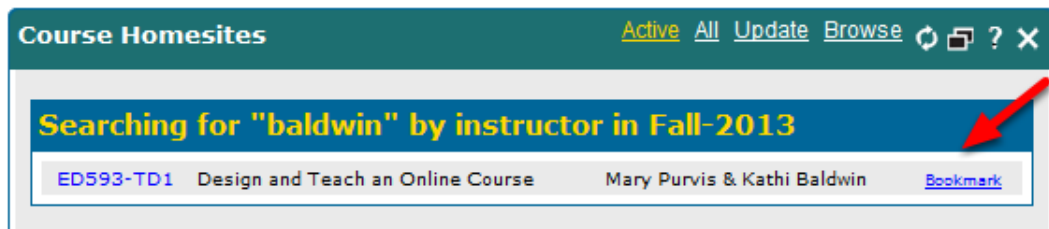
Enrollment Availability  Yes  No



- Add the Guest Account as a student by typing in their email as their username (**do not click Browse**)
- Choose their role (Student in this case)
- Scroll if necessary and click Submit

Your Guest Account is now enrolled as a student. You can add them to any course in which you are instructor (once they have visited Blackboard at least once you do not have to repeat that process). To view your course as a Student and practice taking tests or viewing grades from the students point of view, simply login using your Guest Account.

## Bookmarking the course



When an account is added from Blackboard (rather than created officially in Banner), the course to which they are added doesn't automatically appear on the My Courses of UAS Online. You'll need to "search" (by course name or instructor in the appropriate semester) then click the "bookmark" link next to the course name to save it in your My Courses list.