Every instructor in RamCT Blackboard has the ability to create a test student account. Instructors can then use this test student account in any or all of their RamCT Blackboard courses to test course material.

**Note:** Your test student will appear in your Grade Center, can be enrolled in a course group and will be included in course statistics.

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**Key Points:**
Instructors can use the Add Test Student Course Tool to create a test student account which can be used to test content in their RamCT Blackboard course.

The test student will appear in the Grade Center and Group Tool with the last name Student and the first name Demo and user name your eID_s.
I. Create Test Student Account

a. Under Course Management | Control Panel | Course Tools click Add Test Student.

The Create Test Student Account window will appear.

Test Student User Name:

b. Created by default, your test student user name will be your CSU eID plus an underscore “s”. You cannot change your test student user name.

e.g. camram_s

Password:

c. Type a password for your test student account.
d. Type again to confirm your password.

Enroll Test Student:

e. Place a check in this box if you would like to add your test student account to this RamCT Blackboard course.
f. Click Submit.

II. Enroll Test Student/Reset Password

a. After you have created your test student account, while still logged into RamCT Blackboard with your CSU eID, enter one of your RamCT Blackboard courses and click on Add Test Student.
You will be able to enroll your **test student** account into your RamCT Blackboard course.

You will be able to **reset** (change) your **test student password**.

### A. Login To RamCT Blackboard With Your Test Student Account

a) Go to: [http://ramct.colostate.edu](http://ramct.colostate.edu)

b) *Login* using your **test student account** and password you created.

Under Course List, you will see any courses in which you enrolled your test student account.

You can take tests, submit assignments and view course content with your Test Student account.

You will see your Test Student account in the **Grade Center**.  
*Your last name, Your first name (Test Student), User name: Your eID_s.*

You can give your test student grade or see grades associated with assignments, assessments, etc.

### III. Unenroll Your Test Student From a Course

a. In a course where your test student is already enrolled, under **Course Management | Control Panel | Course Tools** *click on Add Test Student*
You will have the **option** to *Unenroll* your test student and the option to *Reset* (change) your Test Student password.

**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.

[Yes, Unenroll Test Student (None) from Current Course]

**Change Test User Password**
Change the password for the Test User.

[Reset Test Student Password (None)]

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**IV. Delete Your Test Student Account**

When you delete your test student account in RamCT, it will **remove your test student account from ALL of your RamCT courses.**

Under the **Add Test Student** tool, **click Delete Test Student.**

**Delete Test Student**
Delete the Test User completely.
Note: deleting the test user will remove the test account from all courses, I remove the test account.

[Delete Test Student (None)]

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**V. RamCT Blackboard Help / Support**

RamCT Blackboard Help Web Site
[http://help.ramct.colostate.edu](http://help.ramct.colostate.edu)

Blackboard’s On Demand Learning Center

College RamCT Coordinators
[http://help.ramct.colostate.edu/ramctsupport_faculty.aspx](http://help.ramct.colostate.edu/ramctsupport_faculty.aspx)

Central RamCT Support
[ramctsupport@colostate.edu](mailto:ramctsupport@colostate.edu)