




Student Preview Mode

This document explains how to view and interact with your course as a student by entering Student Preview Mode.

1. Open your course in Blackboard Learn.
2. Click on the  icon at the top right of the screen (Figure 1).
 - The icon will appear grey if it is the first time you are accessing student preview and/or have opted not to save the data (more on this in the section **Storing of Student Preview Data**).
3. The top bar will be replaced with an orange bar with the text **“Student Preview mode is ON”**.

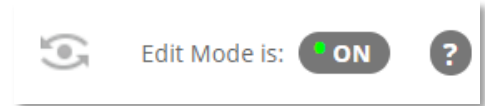


FIGURE 1

Student Preview Mode:

When you enter student preview mode not only can you see your course from a student’s perspective, but you are also enrolled in the course as a Preview User and added to the Grade Center with a _PreviewUser appended to your last name and username.

Allows you to view and submit available content as a student such as:

- Submitting an assignment.
- Taking and submitting a test.
- Viewing the My Grades tool.

Is helpful to verify:

- If content is visible to students.
- How tests or quizzes will display and grade.
- Final grade calculations, amongst other features



FIGURE 2

Storing of Student Preview (Preview User) data.

- When you are ready to exit Student Preview Mode, click on Exit Preview in the upper right-hand corner (Figure 2).
- You will be presented with the Student Preview Settings (Figure 3).
- These settings configure what will happen to the Student Preview User data when you exit Student Preview.

1. Delete Preview User Data:

- Select **Delete the preview user and all data** to automatically delete the Preview User data upon exiting Student Preview mode.

Note: If you select this option, all uploaded content or user activity for the Preview User will be deleted. If you are testing grades or need the data to remain visible when you return to instructor view, do not select this option.

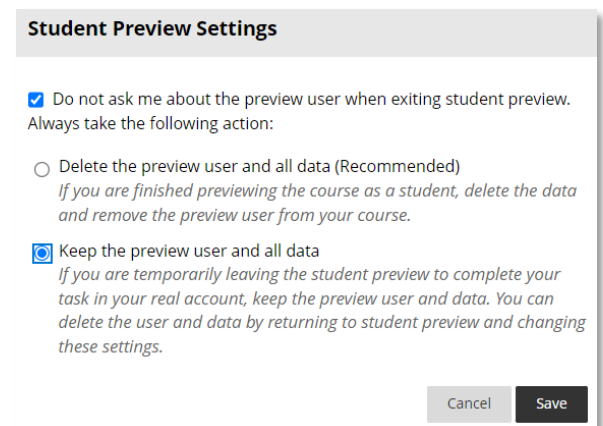


FIGURE 3



Student Preview Mode

2. Keep Preview User Data:

- Select **Keep the preview user and all data** if you want to retain any activity. This setting is useful if you'd like to switch between the Student Preview and instructor mode and keep any activity you made while in the Student Preview Mode.
- Check the top box if you **do not** want the settings box to pop-up each time you exit Student Preview Mode. You can always return to the settings by clicking the Settings button while in Student Preview Mode (figure 2).

Please Note: If you decide to keep the Preview User data, the greyed-out Student Preview Mode icon at the top of the page, will appear with a green dot in the center (Figure 4). The green dot indicates that the Preview User is retaining the data when in Student Preview Mode.

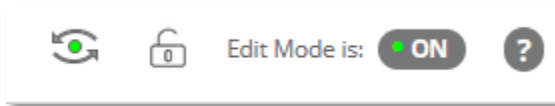


FIGURE 4