This document explains how to enter the Student Preview mode for a Blackboard course. Student Preview allows you to interact with a course as a demo student. You can use this to preview what your course will look like to your students.

1. Open your course from Blackboard Learn.
2. Click on the icon at the top right of the screen (Figure 1).
3. The top bar will be replaced with an orange bar with the text “Student Preview mode is ON”. You are now viewing your course as a demo student.
4. To modify Student Preview mode settings, click on the Settings button at the top right of the screen (Figure 2).
5. You will be presented with the Student Preview Settings (Figure 3). These settings configure what will happen to the demo student data when you exit Student Preview.
   a. Check the first box to have Blackboard automatically delete or keep preview user data when exiting without asking you first.
   b. Click the button next to Delete the preview user and all data (Recommended) to automatically delete the demo user data upon exiting Student Preview mode.
      Note: If you select this option, all files uploaded to Blackboard as the demo student will be deleted.
   c. Click the button next to Keep the preview user and all data to keep the demo user and all of its data upon exiting Student Preview mode. This setting is useful if you’d like to switch between the Student Preview and normal mode without losing data such as assignments you have submitted.
6. Once you are done, you can click the Exit Preview button at the top right corner to leave Student Preview mode (Figure 2). If you left the top checkbox unchecked in the Student Preview Settings, you will be asked if you’d like to save or delete the demo user data.