Student Preview

Instructors can now view their courses as a student user without logging in with a separate account. The Student Preview tool allows a user with the Instructor role to view content, submit assignments, take tests, post to discussion boards, and view grades and feedback via the My Grades tool exactly as a student does these tasks.

Use the Student Preview:

1. Login to Blackboard.
2. Enter the course within which you wish to work.
3. Look to the top right of the screen, where the Edit Mode button is located, as pictured below:

4. Click the Student Preview icon indicated above by the yellow arrow.
5. The page will reload and a yellow banner will indicate the status of the Student Preview session:

6. You may wish to click the Settings button:

   ![Settings Button]

   - a. To set a default action for closing this and future sessions, you may wish to check the “Do not ask me...” box.
   - b. Delete the preview user and all data
   - c. Keep the preview user and all data

   NOTE: If you plan to submit to assessments as a student so that you can grade the attempts and then view the feedback as a student, do NOT delete the preview user at the end of the session until AFTER you’ve been able to see the feedback in the My Grades tool (e.g. after the next session).

7. While the Preview Mode is ON, navigate the course as desired. When finished with previewing the course, click the Exit Preview button.
8. The Exit Student Preview options will appear:

   ![Exit Student Preview](image)

   You are leaving student preview. Using student preview created a preview user in your course with all of your activity as that user. This user and the related data may impact the course experience for you and your students. What would you like to do?

   - **Delete the preview user and all data (Recommended)**
     If you are finished previewing the course as a student, delete the data and remove the preview user from your course.

   - **Keep the preview user and all data**
     If you are temporarily leaving the student preview to complete your task in your real account, keep the preview user and data. You can delete the user and data by returning to student preview and changing these settings.

   - **Remember this choice and do not ask me again**
     This can be changed in Student Preview Settings, located in the Student Preview control bar.

   ![Cancel Continue](image)

9. Choose an option for closing the Student Preview session:
   a. Delete the preview user and all data
      i. Choose this option if you are finished with the student preview and have no need to see your work as an instructor (e.g. to grade a submission).
   b. Keep the preview user and all data
      i. Choose this option if you need to see the work you completed during the Student Preview session (e.g. to grade submissions) and wish to continue the Student Preview session with the same data (e.g. to view grades and feedback).
   c. You may wish to check the box for the option, "Remember this choice and do not ask me again," which would prevent this dialogue from appearing every time you use the Student Preview feature.

   **NOTE:** If you check the “Remember this choice...” option and later wish to alter your choice, click the **Settings button**, located in the yellow status banner during the next Student Preview session, to open a dialogue providing the same exit options for current and future sessions.

10. After choosing how to deal with the preview user data upon exiting the preview session, click the **Continue button** to proceed with closing the session. When the page reloads and the yellow banner closes, the Student Preview session is terminated and course editing can resume.