BLACKBOARD HOW TO
STUDENT PREVIEW

ABOUT STUDENT PREVIEW

As an instructor, you want to be confident that your course is well-designed and functions as intended—before your students see it. Use student preview to review the course content. You can also validate the course behaviors, such as those that control the availability of course content or require a particular interaction from the students to be triggered.
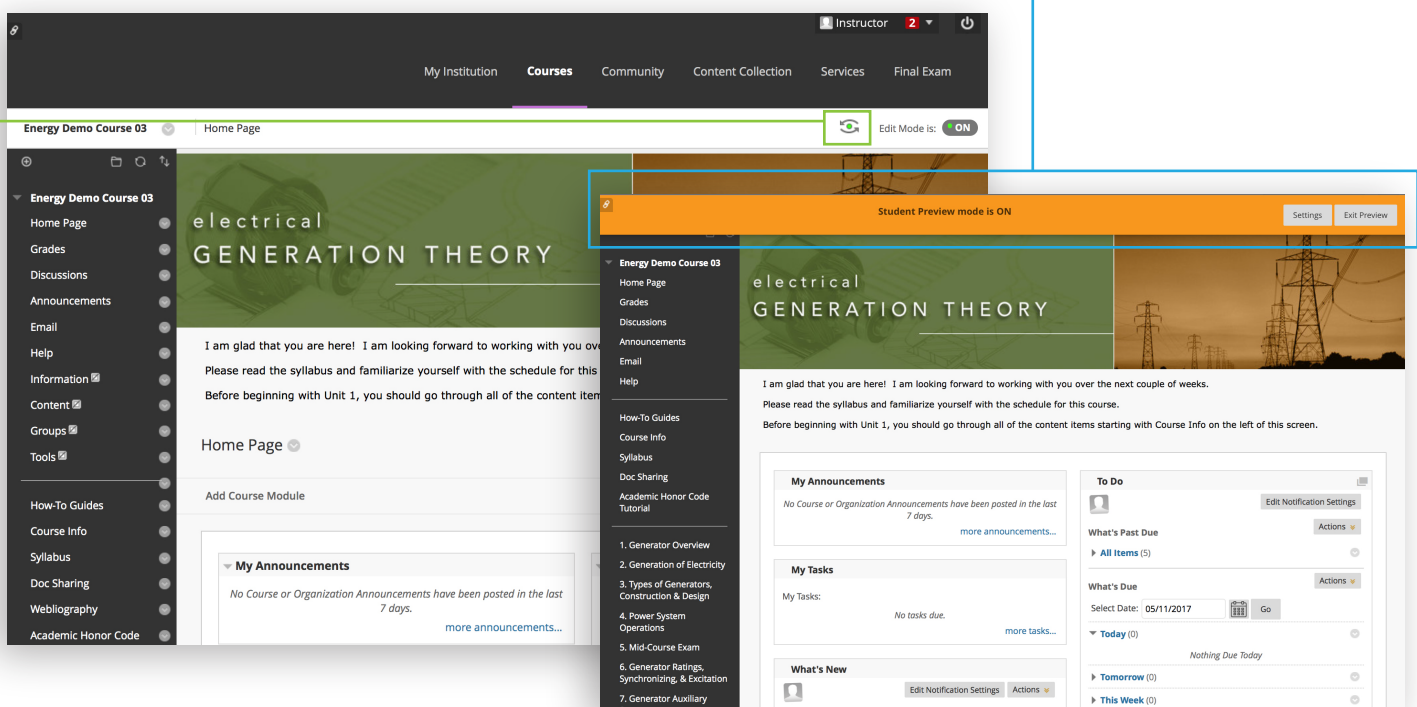
With student preview, you can experience your course exactly as your students do. While in student preview mode, you can do these student activities:
- Submit assignments
- Take tests
- Create blog and discussion posts
- Create journal and wiki entries
- View student tools, such as My Grades

ENTER STUDENT PREVIEW MODE

To enter student preview mode, select the **Enter Student Preview** function at the top-right corner of your course pages.

Student preview creates a student account, called the preview user account, logs you in as that student and enrolls you in the current course. When you enter student preview mode, the student preview bar appears at the top of each page. The bar displays the text "Student Preview mode is ON" and has Settings and Exit Preview functions.
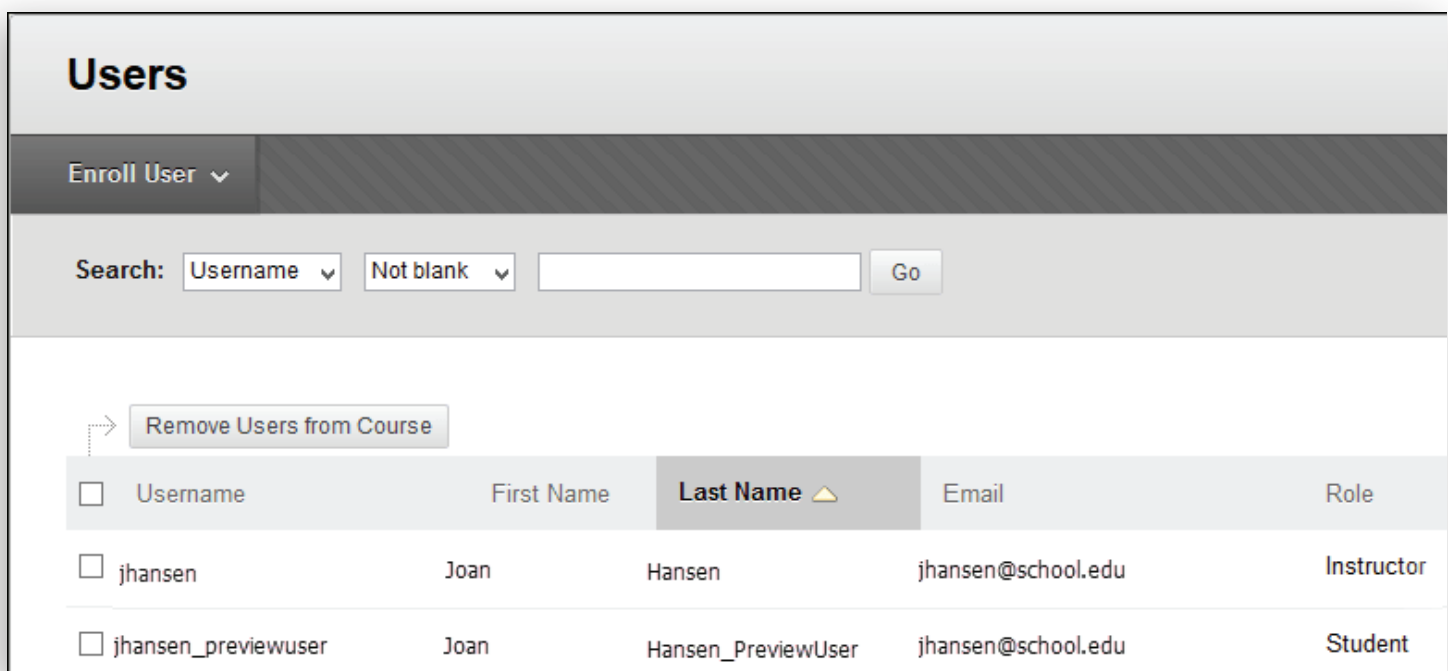
UNDERSTAND YOUR PREVIEW USER ACCOUNT

When you enter student preview mode and are logged in to your course with the preview user account, your preview user appears in the course roster and is visible to all students enrolled in the course. Students and administrators can easily identify this as your preview user account by the way it's named: its last name is your last name appended with "_PreviewUser" and its username is your username appended with "_previewuser".

If you're teaching a course with another instructor, you'll each have your own preview user account.

As a preview user, all the data associated with your activities are captured by Blackboard Learn, such as submitted assignments and discussion posts. In fact, other students can interact with your preview user. For example, they can reply to your posts as though you were another student enrolled in the course.

EXIT AND DELETE YOUR PREVIEW USER ACCOUNT

Select **Exit Preview** to exit the student preview.

If you leave the course and don't exit from student preview, you'll return to student preview when you return to the course.

When you exit the student preview, you're prompted to keep or delete the preview user and all its associated data.

DELETE YOUR PREVIEW USER ACCOUNT

We recommend you remove the preview user and its associated data.

In the **Exit Student Preview** window, select **Delete the preview user and all data (Recommended)**. If you want, select the Do not ask me check box. The course will automatically complete your choice each time you exit student preview.

To change this setting at any time, select Settings in the student preview bar.

Deleting the preview user has these effects:

• All activity conducted or created as the preview user is removed from the course permanently. Removal includes test attempts, assignment submissions, grades, and discussion posts. Also removed is any interaction an enrolled student has with the preview user, such as replies to a preview user's discussion posts.

• The preview user is unenrolled from the course. If the user isn't enrolled in another course, the preview user account is deleted.

You can unenroll the preview user account from a course using the traditional enrollment tools. If you do, some of the activity conducted or created as the preview student remains in the course but is made anonymous. For example, discussion posts are retained but made anonymous.

Exit Student Preview

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

KEEP YOUR PREVIEW USER DATA

Select **Keep the preview user and all data** if you need to keep the user and data to see how student activity presents itself to you as the instructor, such as grade calculations. If you keep the data, the preview user account will appear in the course roster, Grade Center, and any place where you did something as that user.

When you save the preview user account, the dot in the middle of the Enter Student Preview function icon turns green, indicating the preview user account is available for use.

If you keep your preview user account and run reports or gather statistics from your course, your numbers will be skewed by one or more if multiple instructors use student preview. Also, the preview student can potentially confuse your students who may try to interact with this student when you're not in student preview mode to monitor the interaction.

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Cancel   Continue