

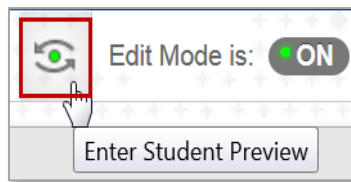
# Using the Student Preview Feature



The student preview feature allows the instructor to experience his/her course as a student. It has much more functionality than the Edit mode.

The **Student Preview** feature allows an instructor to easily toggle between a student view and the instructor view. It is an improvement over **Edit Mode**, as Blackboard creates a special student account, allowing you to participate in discussions, submit assignments, take tests, and do other course activities. You have the option of saving or removing any actions you take when using the student preview account.

1. Log into your course.
2. Select the toggle icon that turns on your **Student Preview** role.



3. When you use **Student Preview**, a preview user account is created for you in the format: **yourname\_PreviewUser**.

The orange **Student Preview** bar is also displayed indicating that you are now a student in your course.



## Examples of the types of Activities

1. Submit an assignment as a student.

**Upload Assignment: Assignment on Formal Writing**

Cancel Save Draft Submit

**ASSIGNMENT INFORMATION**

Points Possible  
**100**

Describe three of the main features of what constitutes formal writing and include an example of each.  
Instructions for creating a Formal Writing Style paper.docx

**ASSIGNMENT SUBMISSION**

Text Submission Write Submission

Attach File Browse My Computer Browse Content Collection

2. Participate in a discussion as a student.

**Forum: Formal Writing Styles**

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Grading Information Subscribe Search Display Tags

Date	Thread	Author	Status	Tags	Unread Posts	Total Posts
10/30/14 5:06 PM	Chapter 2 p. 62	Elizabeth Instructor	Published		2	2
10/7/13 10:50 AM	Ojective	Ken Baldwin	Published		4	4
10/7/13 10:40 AM	Third person	Christine Student	Published		5	5

3. Take a test as a student.

**QUESTION 1** 20 points Save Answer

August is the coldest month of the year.

True  
 False

**QUESTION 2** 20 points Save Answer

In writing formal paper which one of the following is correct?

a. Words are used with precision.  
 b. Words are used loosely.  
 c. You never use words.  
 d. Sentences are not carefully constructed.

### Exiting Student Preview Mode

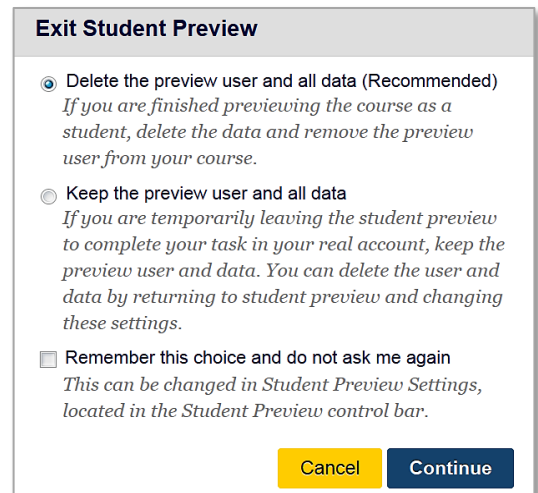
1. Select **Exit Preview** to exit Student Preview.

Student Preview mode is ON Settings Exit Preview

2. Three options appear in the **Exit Student Preview** window. Only one of two of these options can be selected.
  - a. **Delete** the preview user and all data (Recommended).
    - Click on **Continue** to remove your name from the Roster and Grade Center tools along with your data such as an assignment or test that you may have submitted as the preview student.
  - b. Keep the preview user and all data and then click on **Continue**.

Note: The Exit Student Preview window will still display every time you select the **Exit Preview** button to remind you if you want to delete or save your current student data.

- c. In order to select the third option **Remember this choice and do not ask me again** either click on **Continue** which will delete any of student preview data to date or select **Cancel**.



### Student Preview Settings

1. Select the toggle icon that turns on **Student Preview** and then click on **Settings**.



2. Select the first option **Do not ask me about the preview user data...** and then:
  - a. Select the radio button next to **Delete the preview user and all data (Recommended)** and then click on **Continue**.
  - b. Select **Keep the preview user and all data** and then click on **Continue**.
3. You will no longer be prompted to delete or to save your student data.
4. To deselect the **Do not ask me...** option, click on the **Student Preview** icon and select **Settings**.

### Student Preview Settings

Do not ask me about the preview user when exiting student preview. Always take the following action:

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.*

Cancel

Save