

Previewing Your Course

As an instructor, anytime you add content or make changes to your Blackboard course, it is important for you understand how your content looks to your students. The Student Preview allows instructors to view a course *exactly* as students would without having to login to a separate student account.

The Student Preview button is located in the upper left of your course shell on the same row as the Edit Mode button.

In addition to a standard student preview feature instructors are also given the option to save their demo student data. If you submit a test or assignment and would like to review your submission as an instructor you would need to save your preview data. Preview users are identified by the current user's username + "_previewuser." (Ex. Username: John.Smith; Preview Username: John.Smith_previewuser.) A preview user can complete any of the following activities:

- Submit assignments and tests

- Create blog posts, discussion board posts, journal entries, and wiki entries

- View student tools, such as My Grades

Enable Student Preview

To enable student preview mode click the student preview icon



located in the top right next to the course theme icon.



When student preview is enabled the following yellow bar will appear at the top of the page. Student preview will remain enabled until you exit preview mode.



Exiting Student Preview

To exit student preview mode click the “Exit Preview” button located in the top right of the screen. When exiting preview mode you will be prompted to delete your preview user and data or to save your preview user and data. You will also be given the option to remember your selection for future uses.

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.

Student Preview Settings

If you chose to have Blackboard remember your settings you can change them at any time by clicking the “Settings” button located in the top right corner of the screen.

Resuming Student Preview

When a student preview user is available with saved data the middle dot of the preview icon will turn green indicating the preview user account is available for use.

