Using Student Preview in Blackboard

As an instructor, you want to be confident that your course is well-designed and functions as intended. You can use Student Preview to review the course content as it would appear to your students. While in student preview mode, you can also submit assignments, take tests, create blog and discussion posts, and view student tools, such as My Grades.

1. To use Student Preview, go to ole.sandiego.edu and log in with your credentials. Navigate to your course.

2. To enter student preview mode, click on the Student Preview icon at the top-right corner of your course pages, next to Edit Mode.

3. 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 the page. The bar displays the text "Student Preview mode is ON" and has Settings and Exit Preview functions.
4. 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".

<table>
<thead>
<tr>
<th>Username</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>hansen</td>
<td>Joan</td>
<td>Hansen</td>
<td><a href="mailto:jhansen@school.edu">jhansen@school.edu</a></td>
<td>Instructor</td>
</tr>
<tr>
<td>hansen_previewuser</td>
<td>Joan</td>
<td>Hansen_PreviewUser</td>
<td><a href="mailto:jhansen@school.edu">jhansen@school.edu</a></td>
<td>Student</td>
</tr>
</tbody>
</table>

5. As a preview user, all the data associated with your activities are captured by Blackboard, 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.
Using Student Preview in Blackboard

6. To exit the Student Preview, select *Exit Preview*. When you exit the student preview, you're prompted to keep or delete the preview user and all its associated data.

![Exit Student Preview dialog box](image)

7. 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.

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

- 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 and the preview user account is deleted. 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.

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.
Using Student Preview in Blackboard

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.

**Note:** 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.