



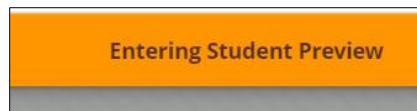
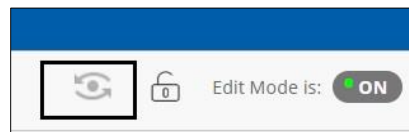
## Using Student Preview Mode

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Student Preview mode allows instructors to see the course as students would. It also allows instructors to take their own tests, submit assignments and post in the discussion board. It is a valuable tool for trouble shooting as it can help instructors check their own settings against what students have access to in the course.

### Accessing Student Preview Mode

1. In the course, select the **Student Preview Mode** button in the upper right. An orange banner will display stating Entering Student Preview Mode.



2. Once within Student Preview mode, it will display as **Student Preview Mode is ON** in the entirety that you are in this mode. You can now see the course how students view it.



**Note:** Student Preview will not work with all integrated LTI tools such as Turnitin or Yuja. This is because they are not native to the Blackboard environment.

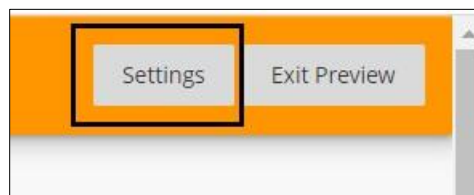
3. To exit Student Preview mode, select the **Exit Preview** button in the upper right.



## Saving Student Preview User Data

Instructors can save the Preview User account, which is created when you access Student Preview mode, on an ongoing basis to save data and submissions during the semester.

4. Once within Student Preview mode, select the **Settings** button in the upper right.



5. Under **Student Preview User Settings**, select whether you want to save the student preview user account and data once you exit.

### 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.*

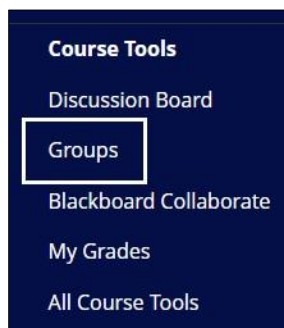
Cancel Save

**Note:** To change the saved options, select the **Do not ask me about the preview user when exiting student preview** box. This will allow you to change your settings.

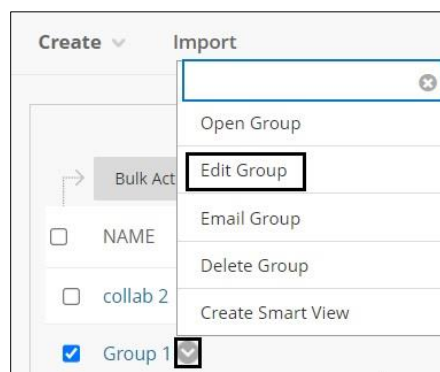
**Note:** If you are using the Student Preview User account to take tests or submit assignments, it is recommended to keep the preview user data, otherwise it will delete these submissions on exit. The Student Preview user will display in the Full Grade Center as **Your\_Last\_name\_previewuser**.

## Adding Student Preview User to Groups

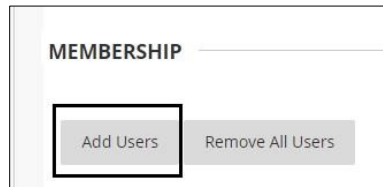
1. Go into Student Preview Mode, select **Settings**. Select **Keep Preview User and All data** > Press **Save**.
2. Select **Exit Preview**.
3. Select **Groups** on the Course Menu.



4. On the Groups page, mouse over the **Group Name** > Select the **downward arrow** to the right of the group name. Select **Edit** from the drop-down menu.



5. On the Edit Group page, scroll down to **Membership > Select Add User**



6. In the pop-up box, select the **Preview User account > Press Submit** to save changes.
7. To view the group as a student, enter back into Student Preview mode and the Group tab will appear at the bottom of the Course Menu.



For more information access [Student Preview Mode](#)

For more information and assistance, please email DOES Blackboard Support at [blackboard@jjay.cuny.edu](mailto:blackboard@jjay.cuny.edu)