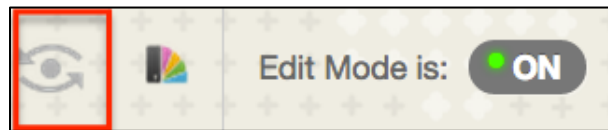


Using Student Preview

Student Preview

As an instructor, you can ensure your course is designed as planned by using the **Student Preview**. With **Student Preview**, you can preview course content and check availability settings that require student interaction.

The **Enter Student Preview**  icon appears in the top-right corner next to the **Change Course Theme** icon.



From the **Student Preview** you can:

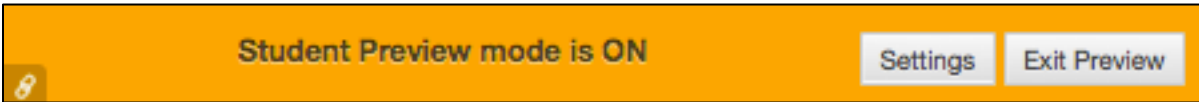
- Submit assignments
- Take tests
- Create blog and discussion posts
- Create journal entries
- View student tools
- View My Grades

Using the **Student Preview** is different from turning off **Edit Mode** to preview assignments because when **Edit Mode** is turned off, content that is normally hidden from a student still displays. You also can not see student-only content such as **My Grades**.

To activate **Student Preview**:

Click the **Enter Student Preview**  icon.

Student preview will create a preview student account and enroll that account in your course. When the feature is activated, the following banner will appear on top of page saying “**Student Preview mode is ON.**”



Note: If you leave the course **without** clicking the **Exit Preview** button, you will return to student preview when you return to your course.

The preview account will appear in the course roster. Your preview account will be visible to all students in the course. Your preview account has your last name with “**_previewuser**” added to the end. If you submit assignments and discussion posts using this account, the data can be saved and students can interact with your posts as if you were another student in the course.

When you click on **Exit Preview** you will be prompted to **Delete the preview user and all data** or **Keep the preview user and all data**.

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

Delete the preview user and all data

This selection is recommended. This selection will permanently remove all the preview user activity from the course. This activity includes: assignment submissions, grades, test attempts, and discussion board posts. The preview user will be removed from the course. If the user account is not enrolled in another course the account will be deleted.

Note: If you remove the preview user account via the **Users and Groups** menu, some of preview user's account activity will remain in the course but it will become anonymous.

Keep the preview user and all data

This option can be used if you need to keep the user data and see how the student activity will display to an instructor. You can view grade center calculations, the course roster, and any location of activity from the preview user account.

When you save the preview user account you will see a green dot in the middle of the **Enter**

Student Preview icon: 

Note: If you keep the preview user account and run reports or view statistics in your course, the data will include information from the preview user account.

Remember this choice and do not ask me again

Check this box to remember your selection and avoid being prompted each time you exit **Student Preview**. You can adjust this setting by clicking on the **Settings** button in **Student Preview**.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.