

## Course – Viewing Content – Student Preview and PreviewUser Account

### The Student Preview Mode

This feature creates a temporary Student Preview User account in your name and shows you the course exactly the way students see it. You can submit work, take tests and check the My Grades page.

The account will have your name with PreviewUser added at the end, like this: Ann Berger\_PreviewUser. Your students can see the preview user's activity, such as forum posts and group emails.

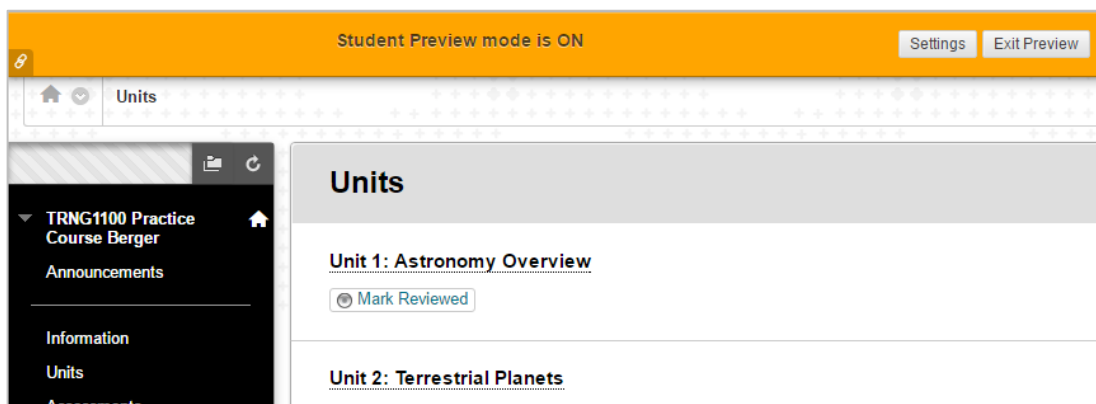
Last Name	First Name	Username	Last Access	Availability	Weighted To	UBW and the E
Berger_PreviewUse	Ann	aberger_previewus	September 20, 201	Available	--	--
Selected Rows: 0						

### Activate the PreviewUser account

1. Select the **Student Preview Mode** icon located near the Edit mode icon. The icon resembles an eye.



2. A yellow bar will appear across the top of your screen that says Student Preview mode is ON, which means the preview user account has been created. You can now interact with the course as a student.



3. To exit the Student Preview mode, select **Exit Preview** on the right end of the yellow bar.



4. An Exit Student Preview window will appear and ask whether you want to keep or delete the preview user account and all of its associated data. (If the pop-up does not appear, skip to step 5 below.)

## 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?

- ☒ **a** 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.*
- ☐ **b** 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.*
- ☐ **c** 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

- a. *Delete the preview user and all data*: it is generally considered best practice to delete the preview user because otherwise the data will be included in course reports and statistics.
- b. *Keep the preview user and all data*: this can be useful when you're practicing grading submissions, creating reports, etc., or when you're working in a course that does not have any students in it.

NOTE: this setting is all or nothing- you can either keep all the data, or none of it.

- c. *Remember this choice and do not ask me again*: checking this box will save your selection and prevent the pop-up from appearing again.

5. To change your selection later:

- a. Return to the Student Preview mode and select **Settings** on the right end of the yellow bar.



- b. In the Student Preview Settings window, change your selection as desired and select **Save**.

### 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

- c. On the yellow bar, select **Exit Preview**.

6. As long as preview user data exists in the course, the dot in the center of the Student Preview icon will be green.

