

# Checking Course Materials in Student Preview Instructions

Purpose: **Checking Course Materials in Student Preview** walks through the process of checking course materials from the perspective of a student using **Student Preview**.

*\*Note\* These instructions reference the **Kent State Online Template**. If you are not using this template for your course and would like more information, please review the **Getting Started** section on **The Framework Build** page of the **Online Teaching** website (<http://www.kent.edu/onlineteaching/build>).*

## Checking Course Materials in Student Preview

Needed to Complete:

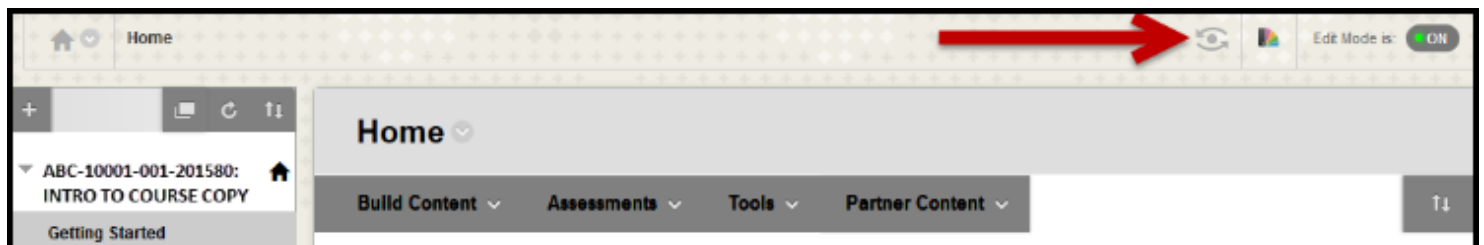
To complete “Checking Course Materials in Student Preview”, you will need to be:

- Logged into **Blackboard Learn**
- In the course where course materials need to be checked
- Enrolled as an **Instructor**, **Teaching Assistant**, or **Course Builder** in the course

### Step 1: Activate Student Preview

Click the **Enter Student Preview** icon in the upper right-hand corner of the Blackboard course window.

*\*Note\* **Student Preview** is not affected by **Course Availability** settings. It can be used even when the course is unavailable to students.*



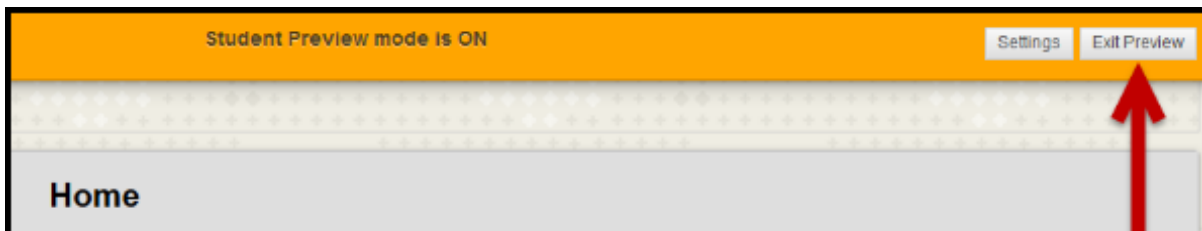
## Step 2: Review Course Materials

Navigate through each Week or Module folder in your course and any items outside these folders. Click external links (links to websites and materials outside of the course) to make sure they are still valid and link to the correct location. Click internal links (links to materials inside the course) to make sure they work and open to the expected location or file. To check how graded items are presented to students, click the **My Grades** tool on the left-hand navigation menu.

*\*Note\* If **Display Dates** or **Adaptive Release** have been set, the visibility of items that can be seen in **Student Preview** will be affected (e.g. If a future **Display Date** is set on the Week 2 folder, it will not be visible in **Student Preview** until that date). It is recommended that the review of materials is completed prior to updating the date settings so that all materials are visible in **Student Preview** during the review.*

## Step 3: Exit Student Preview

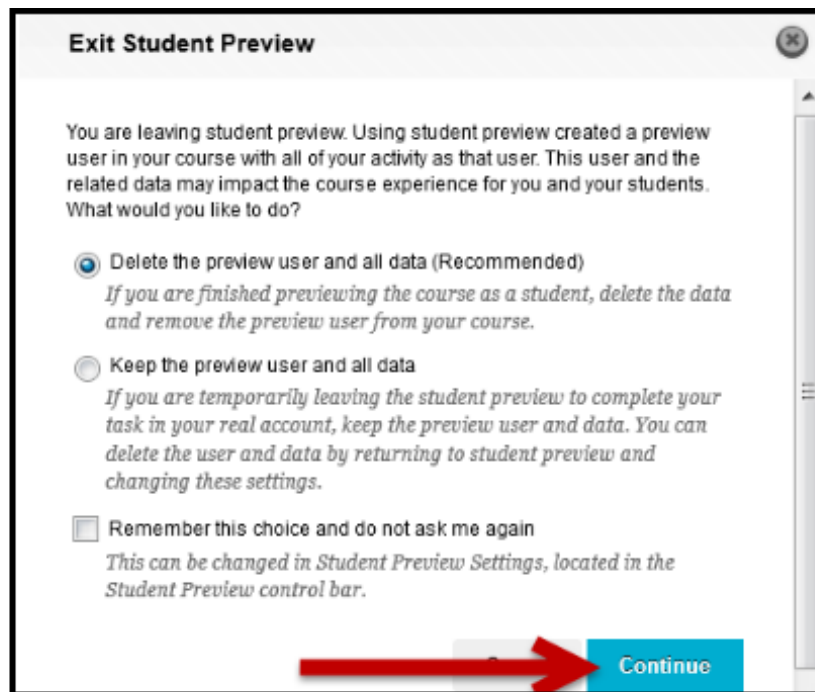
Click the **Exit Preview** button located in the orange bar at the top of the course window.



## Step 4: Click Continue

Click the **Continue** button.

*\*Note\* There are two options when exiting **Student Preview**. The default and recommended option is "Delete the preview user and all data". This option removes the preview user created by **Student Preview** from the **Grade Center** and deletes all participation data that may have been recorded while using **Student Preview**. The second option, "Keep the preview user and all data", enables the viewing of preview user participation data recorded while using **Student Preview** (e.g. Discussion postings, Assignment submissions, etc.) from the instructor perspective (e.g. Replying to student Discussion postings, grading Assignment submissions, etc.). A "UserID\_previewuser" is enrolled and will be visible in the **Grade Center** and via **Users and Groups**.*



Grade Information Bar							
Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total
Doe_PreviewUser	Jane	jdoe_previewuser			Available	--	--

### \*Note\* Student Preview Settings

To update the **Student Preview Settings**, in case the "Remember this choice and do not ask me again" option was checked, click the **Settings** button that appears on the orange bar at the top of the course window while in **Student Preview**. Update the **Settings** as needed and click the **Save** button.

