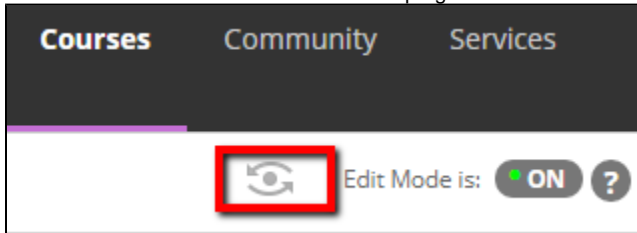


How to Use Student Preview

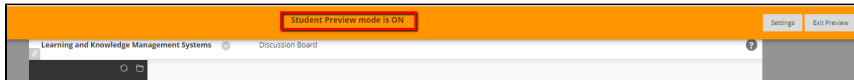
Student Preview allows instructors to view a course *exactly* as a student would. It even allows for the creation of a "Preview User" account that can submit assignments and take tests. This account can remain in the course and be used as often as needed to test new content and view the course as a student user.

Step-by-step guide

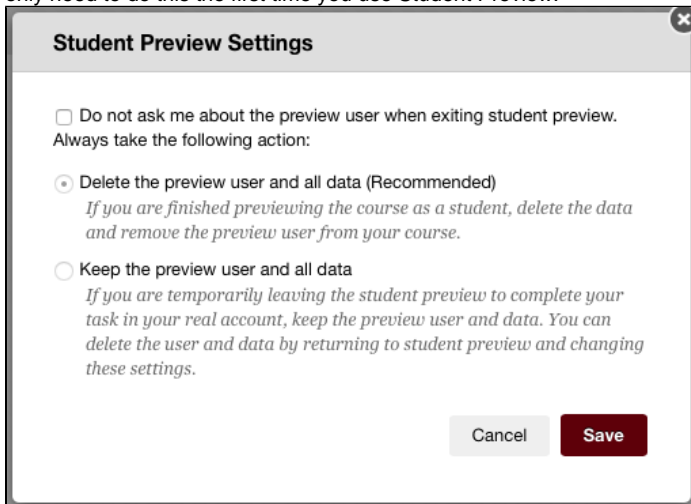
1. Access the course you intend on viewing as a student.
2. Click the **Student Preview** button in the top right corner of the course.



3. You'll see a yellow bar across the top of the browser window informing you that you're in Student Preview mode.

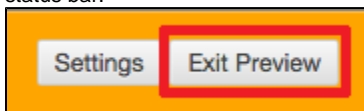


4. Click **Settings** in the Student Preview bar to choose whether or not your Preview Account should be saved, and if you'd like to be warned each time you exit Student Preview. You'll only need to do this the first time you use Student Preview.



Select "Keep the preview user and all data" if you are testing an assignment, test, etc. and you want to see the Preview User and that account's activity in your grade book.

5. When you're done viewing your course as a student, click **Exit Preview** in the Preview status bar.



Related articles:

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Page:How to Install and Configure Respondus Exam Author

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For questions or comments, contact the Computer Services Help Desk
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417-836-5891