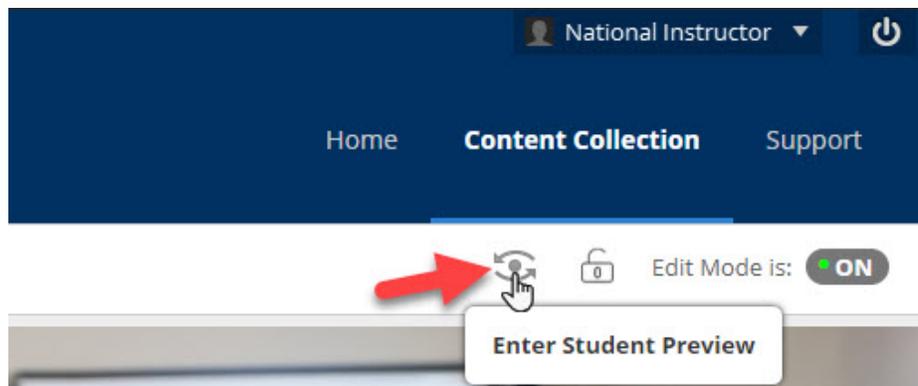




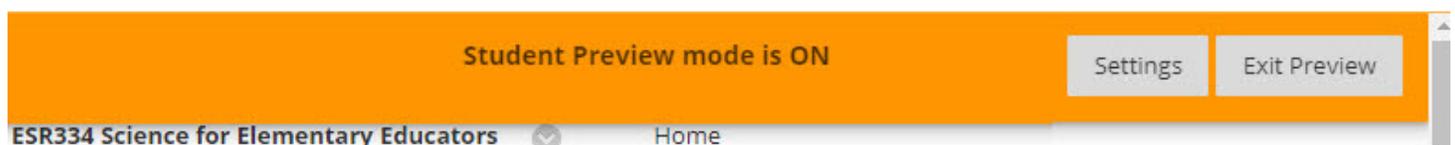
Job Aid Objective: This job aid will provide faculty with the steps on how to locate and utilize the Student Preview modality within Blackboard.

The importance of the Student Preview Mode is a helpful tool for faculty to be able to view their course from the perspective of the student view.

Step 1: In the upper right-hand corner of your course, you will see an icon that resembles an eye. Please see the below illustration:



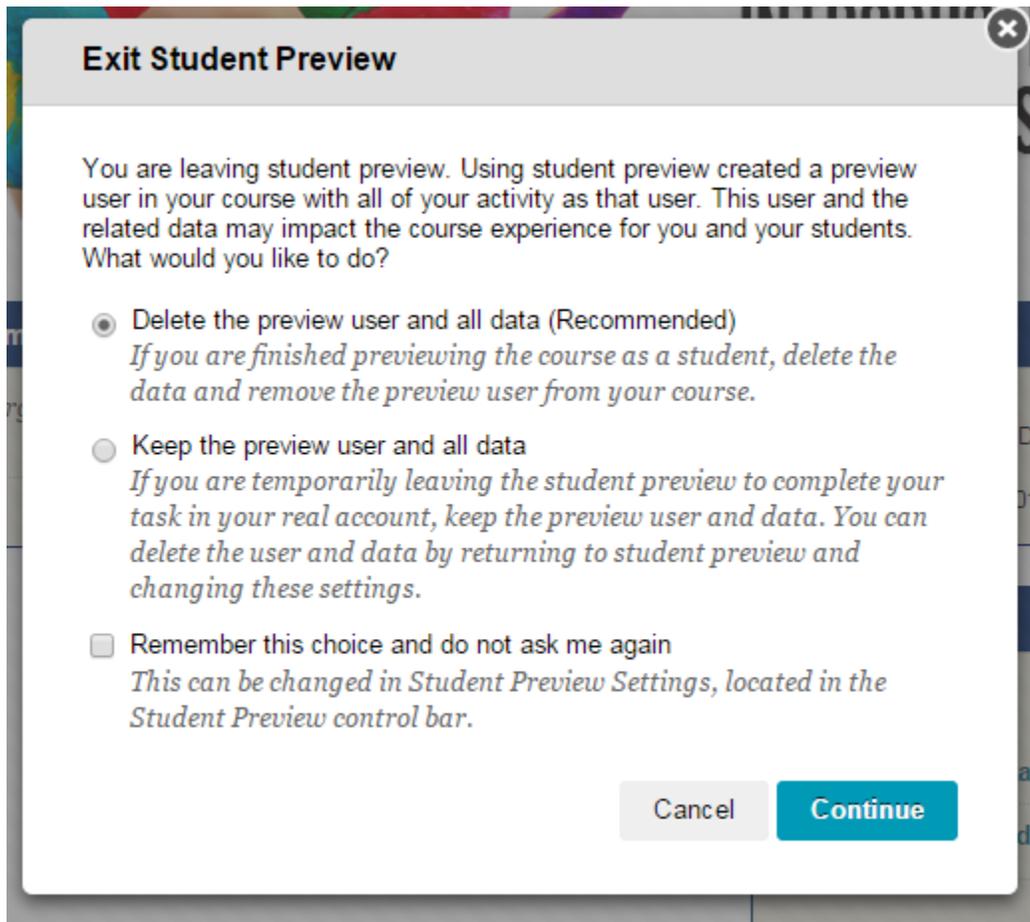
Step 2: Click on the icon that looks like an eye. Once you do that, you will see the below:



Step 3: Once you turn on the Student Preview mode, you will see a large orange bar appear at the very top portion of your Blackboard course. Once you are in the Student Preview mode, you will be able to see your course from the student's perspective. Once you are completely done and are ready to revert back to the faculty perspective, you will want to turn off or exit this student preview mode. The way to do this is to click on the Exit Preview button in the upper right-hand corner of the



orange bar. Upon clicking on the Exit Preview button, you will see the following dialog box appear on your screen.



Step 4: Before clicking on the Continue button, please read through all of the options within this dialog box. The first option on the very top is the RECOMMENDED option to choose. However, if you would like to have access to the same data once you return to the student preview mode, the second option is the option that you will want to select prior to clicking on the Continue button. Regardless of the option that you select, once you click on the Continue button, you will see the below.



Exiting Student Preview

You will only see this new view appear at the top of your screen for literally a few seconds. Once the orange bar that contains the text, "Exiting Student Preview" disappears, it means that you are back in faculty mode.