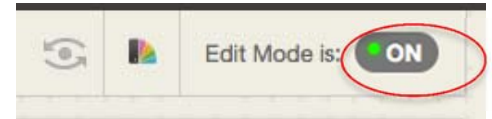# Blackboard –Edit Mode and Student Preview

You can turn the **Edit Mode** on and off to view your available/visible course content and you can use the **Enter Student Preview** button to review the course content and experience your course exactly as your students do.

In the top right corner of your course you can click the **Edit Mode** button to turn the Edit Mode on and off.

When Edit Mode is **ON**, you see all the course content and the editing controls for each item. Edit Mode **OFF** hides the editing controls but still displays any content that would normally be hidden from a student. Also, it doesn't enable you to see student-only content, such as My Grades.

Enter Student Preview is another button you can click in the top right corner of your Blackboard course.
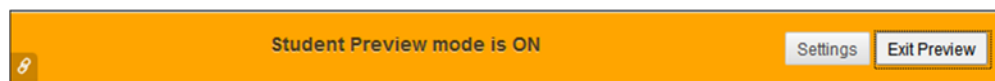
While in student preview mode, you can do the following student activities:
- Submit assignments and take tests
- Create blog and discussion posts
- Create journal and wiki entries
- View student tools, such as My Grades

Enter Student Preview Mode

To enter student preview mode, click the Enter Student Preview button, at the top-right corner of your course.

Student preview creates a student account, called the preview user account, logs you in as that student and enrolls you in the current course. When you enter student preview mode, the student preview bar appears at the top of every page. The bar displays the text "Student Preview mode is ON" and has Settings and Exit Preview functions.

When you enter student preview mode and are logged in to your course with the preview user account, your preview user appears in the course roster and is visible to all students enrolled in the course.
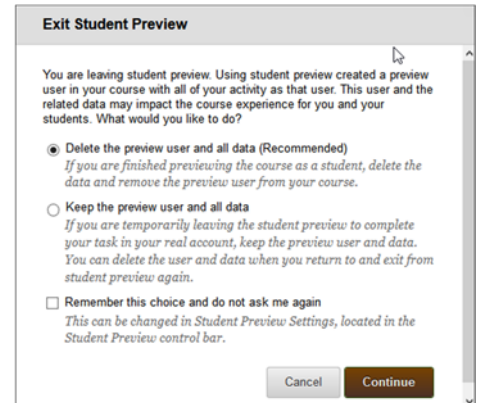
As a preview user, Blackboard Learn captures all the data associated with your activities, such as submitted assignments and discussion posts. In fact, other students can interact with your preview user. For example, they can reply to your posts as though you were another student enrolled in the course.

Exit and Delete Your Preview User Account

Click Exit Preview to exit the student preview.

Note: If you leave the course without exiting from student preview, you will return to student preview when you return to the course.

When you exit the student preview, you are prompted to keep or delete the preview user and all its associated data.
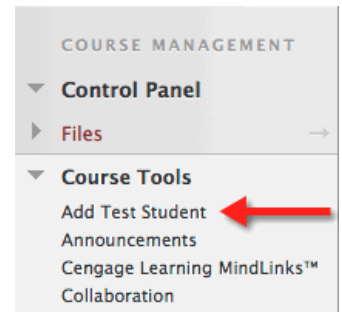
Test Student in Blackboard

Another way to see a "Student View" of Blackboard is to enroll in your course as a "Test Student."

Enroll yourself as a "Test Student" to see what students see.

1. Log in to your Blackboard course with your instructor account.

2. Under the **Control Panel,** click **Course Tools**

3. From the menu, click **Add Test Student**

4. The test student username will be the same as your username followed by _*test*. For example, a test account for John Doe would be jdoe_test.

5. Type in a password and then confirm the password. Make sure you remember this password.

6. Make sure the checkbox for **Enroll** is checked

7. Click the **Submit** button.

8. After you click the **Submit** button.

Note: *You will see the green confirmation bar at the top telling you that the test user was added to the current course.*

The test user (kishler_test) was created and the test user added to the current course.

Note: *An instructor cannot create multiple test student accounts.*

- If this test account already exists, click the enroll button to add that test student to the course.

- If the test student account is already enrolled in the course, the instructor can select a button to un-enroll it. This will delete any work done by the test student.
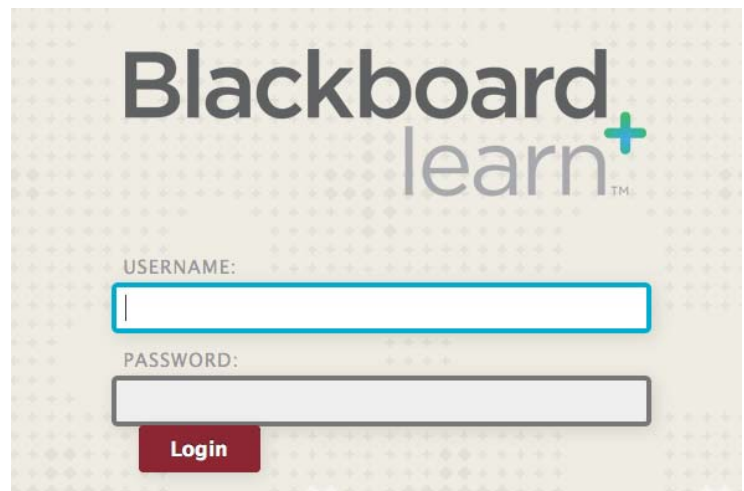
9. Log out of Blackboard

10. Go to http://courses.mc3.edu

11. Type in your new test student username and password

12. Click the **Login** button.

13. This will take you to the institution page where you will see your Course List.

14. Click on the name of your course to enter the course as a student.