

## How to Preview an Assessment (Before Releasing to Students)?

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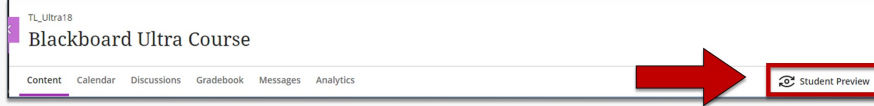
As an instructor, you will want to review your assessments to make sure everything is functional and appears as you intended.

To do this, you will need to

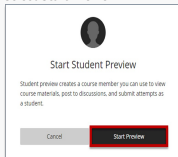
1. create a temporary student profile called "(Yourname)\_PreviewUser", and
2. set up conditions that allow only "(Yourname)\_PreviewUser" to view the assessment

### To create your temporary "student" profile.

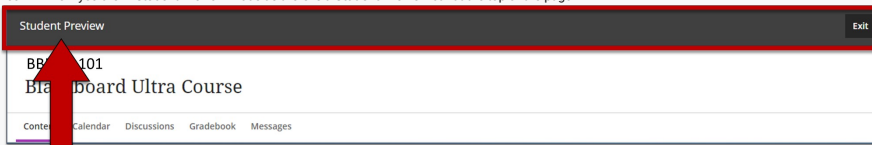
1. Select the **Student Preview** button.



2. Select **Start Preview**.



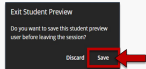
- You will know you are in Student Preview mode as there is a **Student Preview** bar at the top of the page.



3. Select **Exit**.



4. The **Exit Student Preview** dialogue box is displayed. Select **Save**.



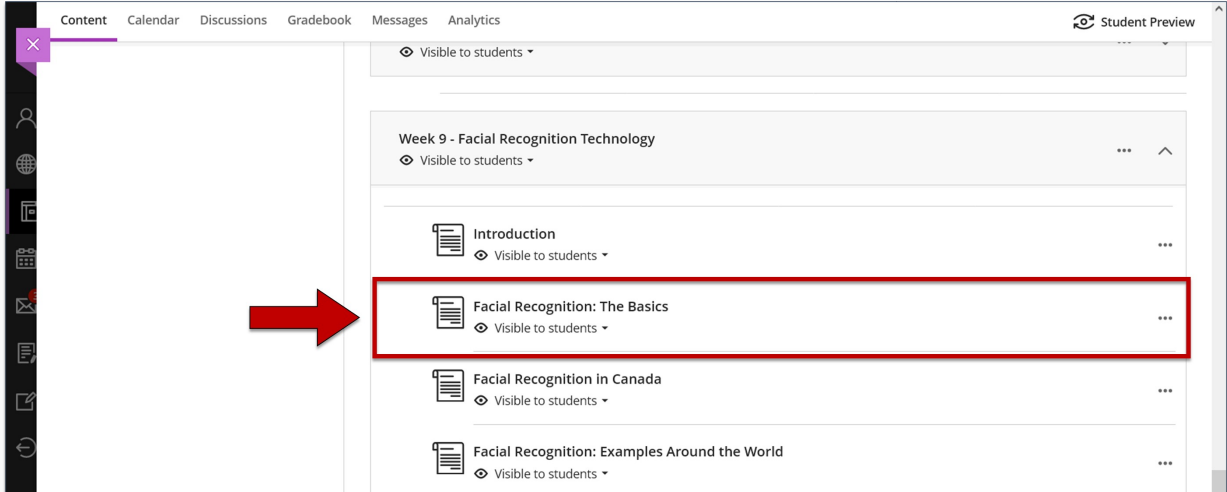
- **Save:** Save the changes you made while in student preview mode. Once saved, you will be able to grade or interact with the changes you made while in student preview. **Note:** Saving changes create a temporary student profile called "(Yourname)\_PreviewUser."
- Now you have a student preview user listed in the student roster.

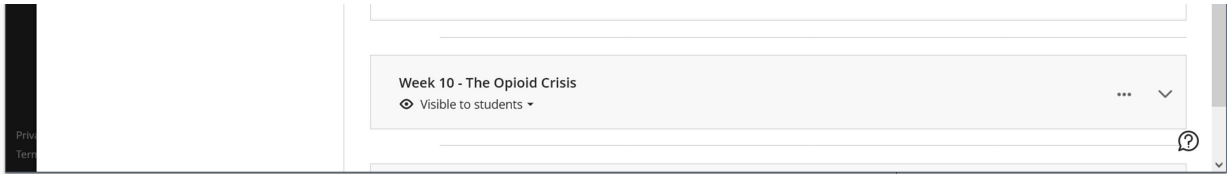
### To review your assessment (while remaining unavailable to the rest of the class)

Setting **Release conditions**.

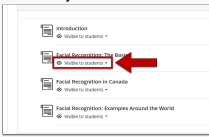
1. Navigate to the assessment you want to review. Select **Release conditions**.

- From the **Course Content** page:
  - Select the item (e.g., test, assignment, document, etc.) you want to edit.

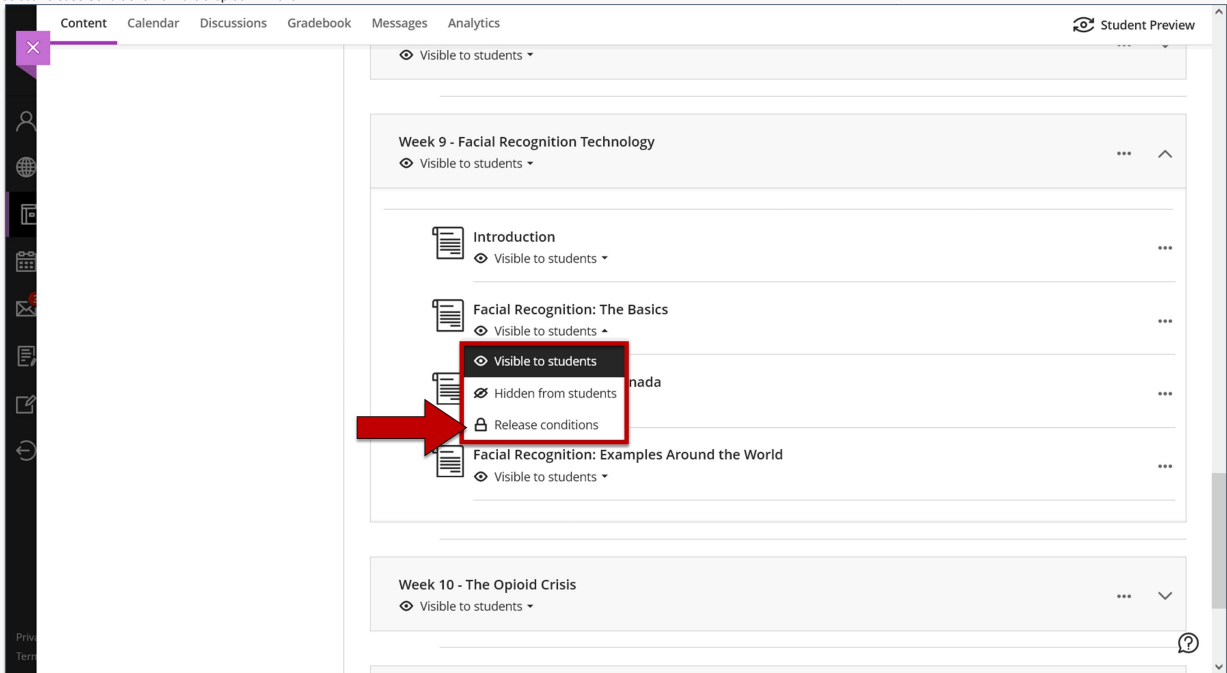




- Select the **eye icon** or text next to the icon. A drop-down menu is displayed.

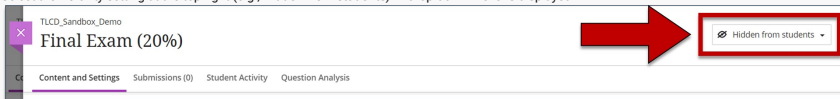


- Select **Release Conditions** from the drop-down menu.

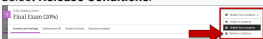


- From the assessment page:

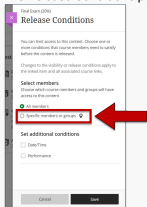
- Select the visibility setting at the top right (e.g., **Hidden from students**). A drop-down menu is displayed.



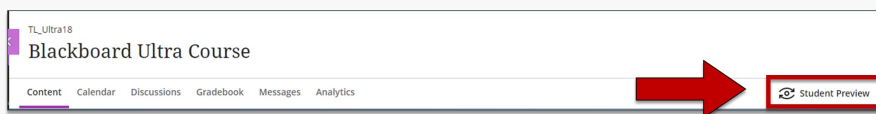
- Select **Release Conditions**.



- The Release Conditions panel will appear. Select **Specific members or groups**.



- Locate your student preview user.
- Select **Save**.
- Select **Student Preview**.



- View and access the assessment of interest.
  - Tip: If you want to view what a submission looks like, complete the assessment and submit your attempt.
  - When you exit **Student Preview** remember to select **Save** to view your submission as a "student preview user"

**Remember to remove the release conditions once you are done reviewing the assessment.**

tags : assessing-learning, blackboard-ultra, release-conditions, student-preview-mode, testing-assesments, ultra