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

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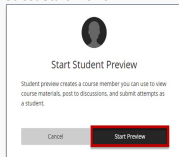
To do this, you will need to

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

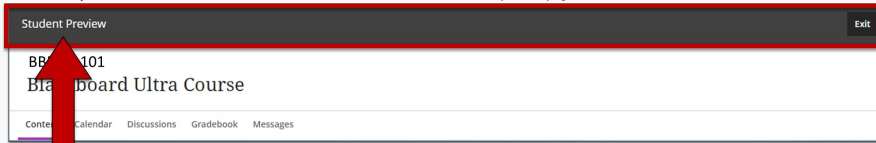## To create your temporary "student" profile.

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

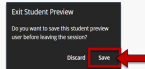2. Select **Start Preview.**

   - 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.**
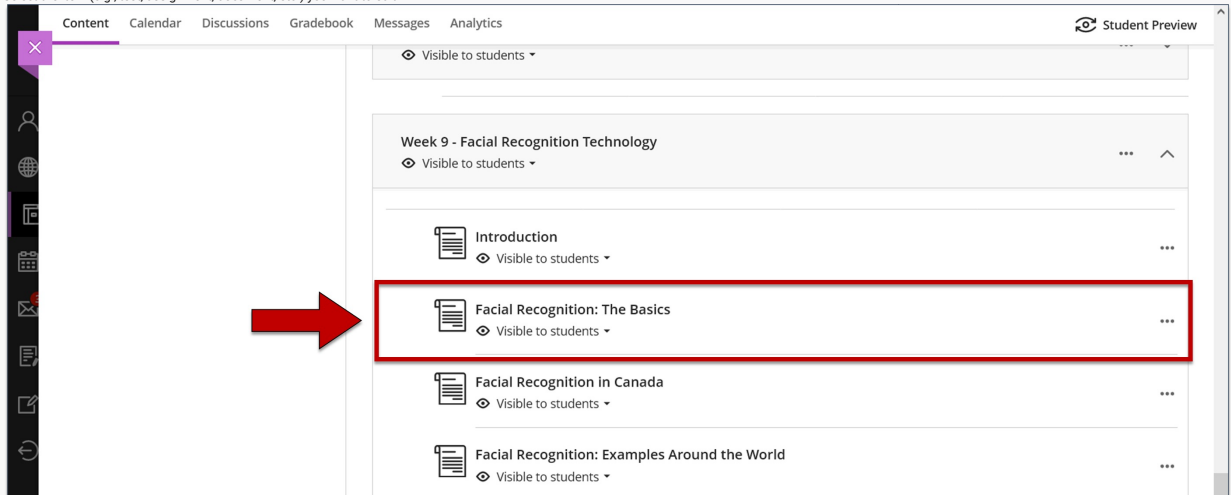

   - **Save:** Save the changes you made while in student preview mode. Once saved, you will be able to grade or interact with the changes you made while in student preview. **Note:** Saving changes create a temporary student profile called "(Yourname)_PreviewUser."

   - 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)
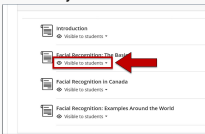
Setting **Release conditions**.

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.
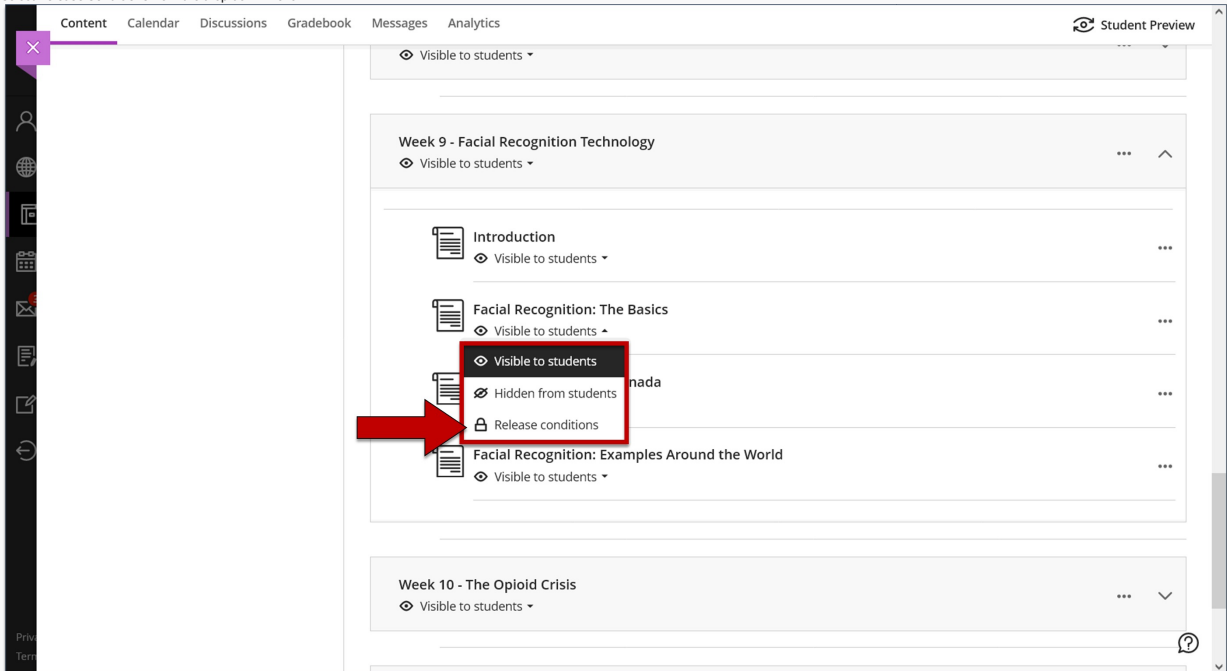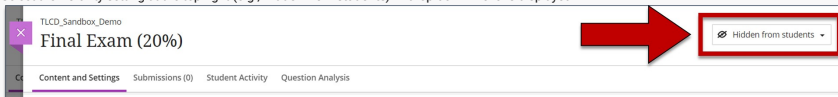
Week 10 - The Opioid Crisis
Visible to students

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

Introduction
Visible to students

Facial Recognition: The Basics
Visible to students

Facial Recognition in Canada
Visible to students

Facial Recognition: Examples Around the World
Visible to students

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

Content   Calendar   Discussions   Gradebook   Messages   Analytics   Student Preview

Visible to students

Week 9 - Facial Recognition Technology
Visible to students

Introduction
Visible to students

Facial Recognition: The Basics
Visible to students

Visible to students
Hidden from students
Release conditions

Facial Recognition: Examples Around the World
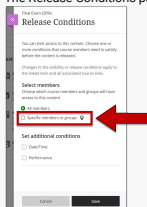Visible to students

Week 10 - The Opioid Crisis
Visible to students

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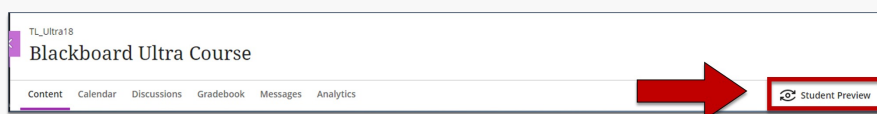 - Select the visibility setting at the top right (e.g., **Hidden from students**). A drop-down menu is displayed.

TLCD_Sandbox_Demo
Final Exam (20%)   Hidden from students
Content and Settings   Submissions (0)   Student Activity   Question Analysis

  - Select **Release Conditions**.

Final Exam (20%)

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

Final Exam (20%)
Release Conditions

Select members

Specific members or groups

Set additional conditions
Date/Time
Performance

Cancel   Save

3. Locate your student preview user.
4. Select **Save**.
5. Select **Student Preview.**

TL_Ultra18
Blackboard Ultra Course
Content   Calendar   Discussions   Gradebook   Messages   Analytics   Student Preview

6. 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