

SacCT

Using Student Preview Mode

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

USING STUDENT PREVIEW


The New Student Preview function in SacCT allows you to experience your course(s) as your students would. This function replaces the “Test Student” account you may have created in the past. **You do not need to create a separate test student account.** Just click on the student preview button located on top right corner of any course page to preview your course in student mode.

With Student Preview, you can verify if course content displays correctly to your students and submit course activities as a student would. Activities you can submit/experience as a student include:

- Course Assignments
- Discussions and Journals
- Wikis and Blogs
- Exams
- View student “My Grades”

How to Enter Student Preview Mode

When you enter Student Preview mode, a “preview user” account is created and automatically enrolled with a role of “student” into your course. This is the account you will use to preview content as a student. To enter student preview mode please do the following:

- step 1.* Log in to SacCT through [My Sac State](#) or the [SacCT Login page](#) and click on your Course’s name link.
- step 2.* The Student Preview function is available at the top right of all course pages next to the change course theme button.
- step 3.* Click the Student Preview button  to enter student preview mode.
 - a.* The first time you enter student preview mode for this course, the Student Preview button will be gray. It will also show gray if you have not saved student preview mode settings yet.

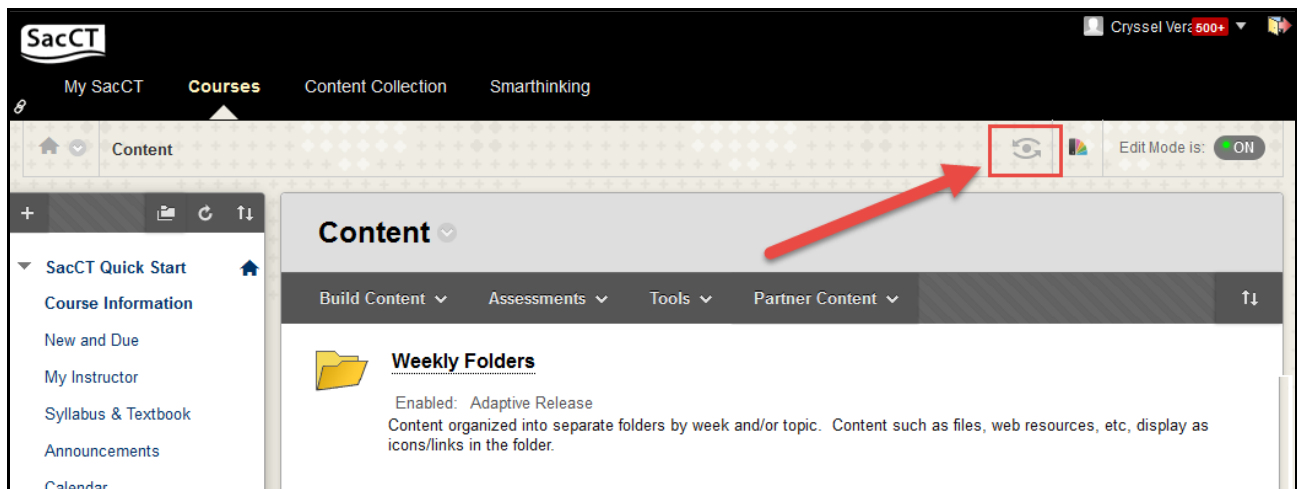


Figure 1: Screenshot of student preview mode button

step 4. You will see an orange bar called the Student Preview bar appear at the top of the page that will indicate that you are “Entering Student Preview “mode.

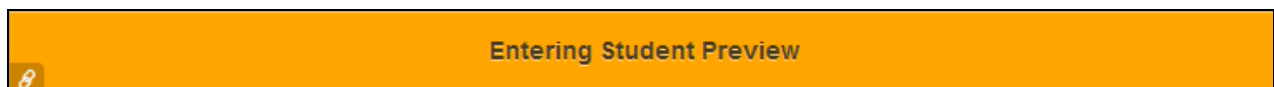


Figure 2: Screenshot of student preview mode bar as it displays when entering into student preview mode

step 5. The orange bar will indicate “Student Preview mode is ON” and will remain at the top of the page while you are in student preview mode.



Figure 3: Screenshot of student preview mode bar as it displays when student preview mode is turned on

step 6. At this point you are seeing your course content as a student and can continue to browse your course and/or see/submit course activities e.g. Assignments or Exams as a student.

Student Preview Settings

When you enter student preview mode, any action you perform such as submitting a test, assignment or adding a comment to a journal can be saved or deleted by the system along with the preview user account. To specify whether you would like to save or delete that account and it's data do the following:

step 1. On Student Preview bar click the **Settings** button. The **Student Preview Settings** dialog box displays.

step 2. You can choose between two options:

- a. **Delete the preview user and all Data:** choose this option if you are done previewing the course/content as a student and do not want to keep any data or the preview user account.

- b.* **Keep the preview user and all data:** choose this option if you are not done previewing course content as a student, want to keep the data you have captured so far e.g. you submitted a test as a student and need to grade it as instructor and preview it again as a student once test attempt has been graded. This allows you to go back into your instructor view and keep your data for later use.

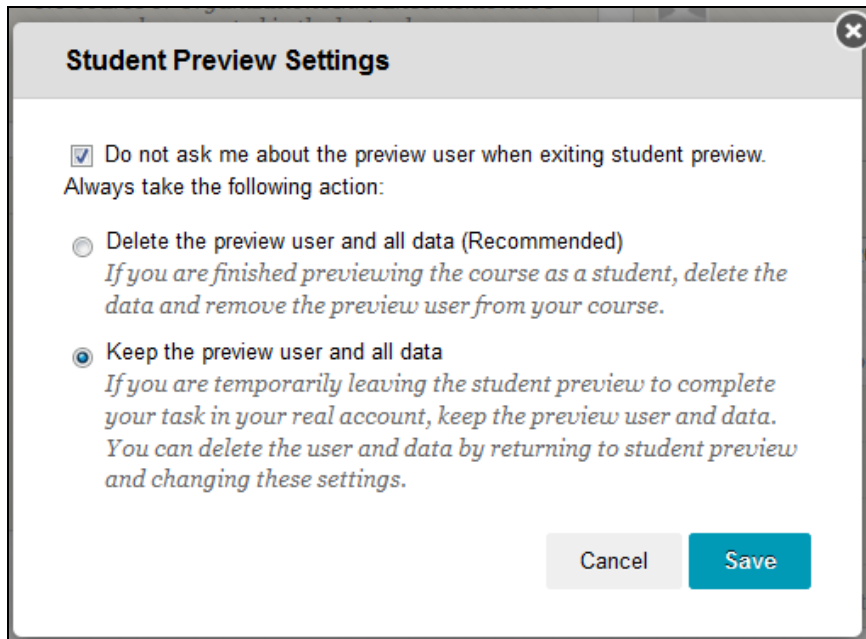



Figure 4: Screenshot of prompt that appears when editing settings for student preview mode

- step 3.* If you choose to “Keep preview user and all data”, the Student Preview button will display a green circle/light at the center  indicating that a preview user and its settings have been saved for later use. **You would see this change once you Exit student preview mode and are viewing the course as an instructor.**
- step 4.* You also have the option of telling the system to remember your selection so that you do not see a prompt when exiting student preview mode.
- step 5.* Make a selection and click the **Save** button.

How to Exit Student Preview Mode

To exist student preview mode:

step 1. Click on the **Exit Preview** button.

step 2. You will see a prompt asking if you want to Delete the preview user and data, Keep the Preview user and data, and/or remember your selection to not be prompted again.

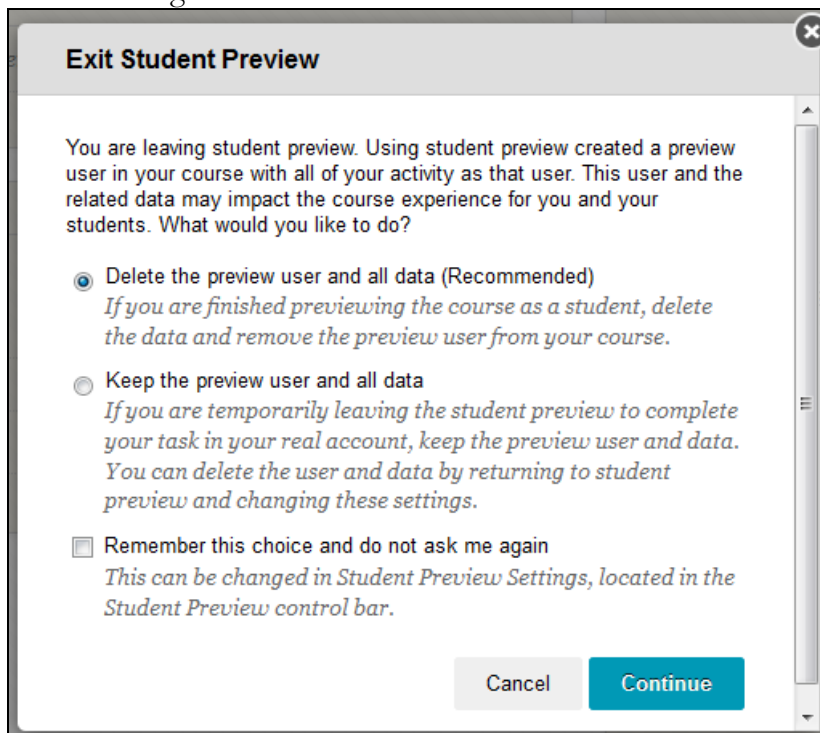


Figure 5: Screenshot of Exit Student Preview prompt that appears upon existing student preview mode

step 3. Choose your desired selection and click the **Continue** button.

step 4. You will be taken out of Student Preview mode within a few seconds.

When you are out of Student preview mode, the orange student preview bar will no longer appear at the top of course pages and you will be able to see the Student Preview button at the top right of pages.

Please note: If you have asked the system to remember your settings to keep or delete student preview information, you will not see a prompt again when existing student preview mode. You will exit directly into instructor view.

Final Notes

For any course you want to experience as a student, you will need to enter student preview mode for that individual course. If you forget to exit student preview mode for a course, it will remain turned on the next time you log in to that course. You can tell if you are in student preview mode if an orange bar displays at the top of the page.