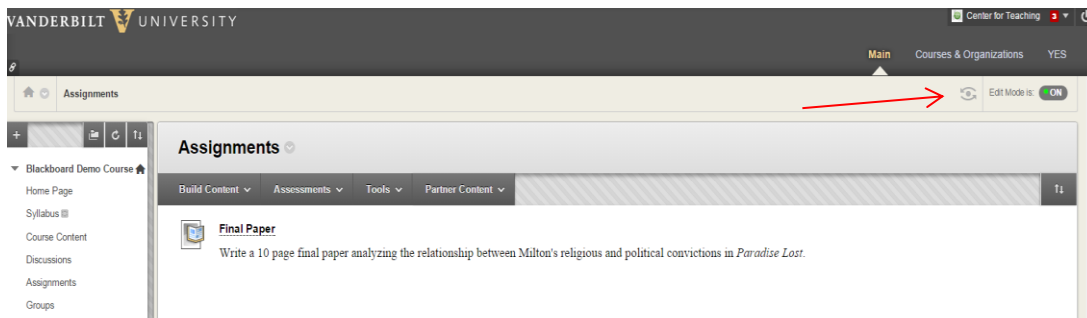# How do I preview my course?

One of Blackboard's newer features is the student preview button. This button allows instructors to view their course materials from the perspective of a student. The preview button is located on the upper-right hand side of the page, and looks a bit like an eye with arrows around it.
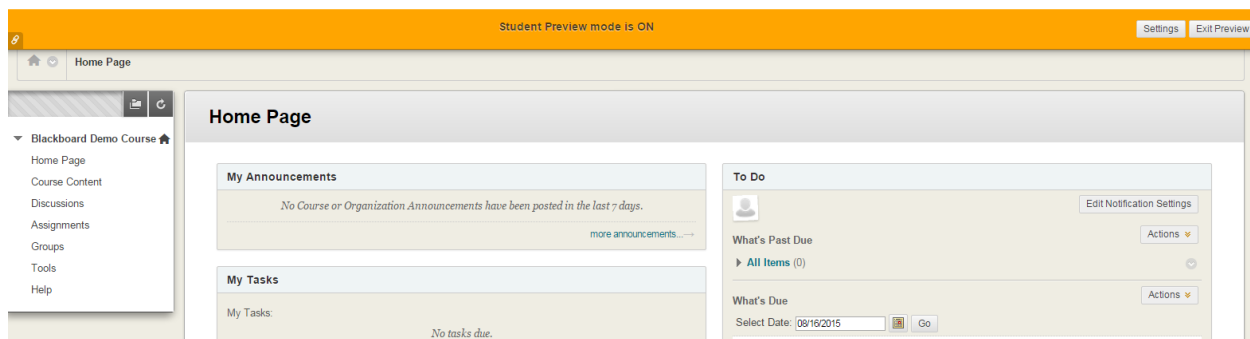
Once you have created an activity (like an assignment or quiz) for your students to submit to Blackboard, you can preview that activity from the student perspective. For more information about creating **Assignments** in Blackboard, review the Assignments guide on the support page.

1. Click on the **Preview Icon** located underneath the global menu at the upper right-hand side of the page.
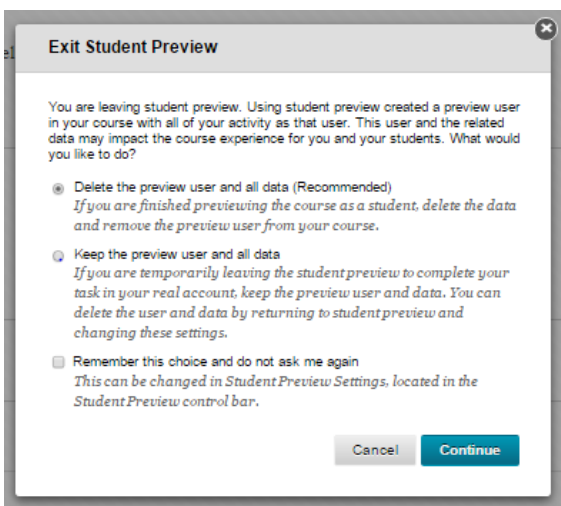

2. An **orange banner** appears at the top of the Blackboard window when the student preview is turned on.

The student preview takes you back to the **Home Page**, no matter where you were before you clicked the preview button.

3. Now that you are in **Student Preview Mode**, you can submit assignments or complete quizzes just like a student would. In the example below, a Word document was uploaded to an **Assignment** called Final Paper, and a comment was added. Click the **Submit** button when finished.

4. To leave preview mode, click the **Exit Preview** button on the right side of the orange banner.

Upon exiting, Blackboard will give you the choice to delete all of your preview user data, or to retain it. If you are finished with the student preview, then you should choose the first option to **Delete** the data. However, if you want to see what your student preview submissions look like from the instructor perspective, then choose the second option to **Keep** the user and data.

Note: The only way to delete student preview users is by choosing the first option upon exiting the preview.

If you have saved the student preview user data, then you will be able to go into the **Grade Center** and review the document you have submitted. This will provide you an opportunity to experiment with the inline grading or rubrics features. For more information about using the inline grading feature, consult our Video Guide. For more information about grading with **Rubrics**, check out this CFT blog post.