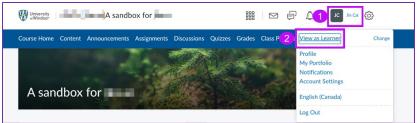


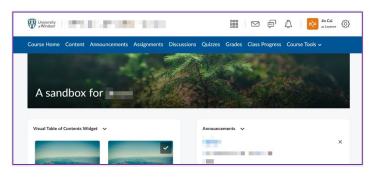
Using Student View and Student Preview

Switch to the Student View:

- 1. Login to Brightspace and open your course.
- 2. Click on your name in the top right corner of the screen, then click View as Learner.

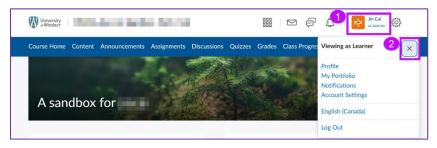


3. The screen will refresh to the course homepage and you will now be able to view the site as a student would.



Switch Back to the Instructor View:

1. In your course on Brightspace, click on your name on the top right corner of the screen, then click on the exit button.



For questions, contact brightspace@uwindsor.ca.



View as Learner vs. Student Preview:

Instructors can use the **View as Learner** function, found at the top right of the screen, as well as a **Preview** function found in several tools. The **View as Learner** function and the **Preview** function are both intended to display to an instructor what a student might see. However, if you would like to preview a quiz or assignment that is not visible to students at the moment, you will need to use the Preview function.

Since neither View as Learner nor Preview is associated with an actual user in the database, these features may present different perspectives on certain functions, such as groups, compared to how they are being viewed by a real student.

View as Learner in Quizzes:

1. To view as a learner, switch to the student view as the steps mentioned above and click the **Quizzes** on the navbar at the top.



2. It will jump to the Quiz List page showing all visible quizzes and this is what the students see. Click on the quiz you want to preview. For example, the Reset quiz in this example.

ourse Home Content Announcements Assignments Discussions Quizzes Grades	Class Progress Course Tools ~	
Quiz List		Help
Current Quizzes	Evaluation Status	Attempts
		0/1
Reset quiz 🗸		

3. Click on Start Quiz!.

Summary - Reset quiz 🗸	
Quiz Details	
Current Time	
12:27 PM Update	
Current User (username:)	
Time Limit	
Unlimited 🍖	
Attempts	
Start Quizi	

For questions, contact <u>brightspace@uwindsor.ca</u>.



4. After all the questions in the quiz are done, click **Submit Quiz**.

Reset quiz	
Quiz Information	Submit Quiz

5. Then click **Submit Quiz** again on the Quiz Submission Confirmation page.

Reset quiz		×
Ouiz Information	Quiz Submission Confirmation	
Quiz Information	You are about to submit your quiz	
	Once you press the Submit Quiz button you cannot return to your quiz.	
	Submit Quiz Back to Questions	

6. Then click **Done**.

Your work has been saved and submitted Written Jan 22, 2024 1:04 PM - Jan 22, 2024 1:13 PM • Attempt 1 of 1
Attempt Score
Done



Using Preview in Quizzes:

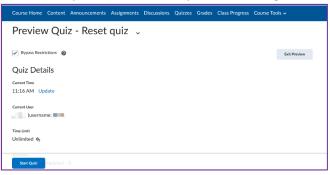
1. Ensure you are in the Instructor View in your course and click **Quizzes** in the navbar.



2. Click the arrow beside the quiz you want to view as a student and select **Preview** from the menu.

Windsor S	Edit Hide from Users	je na se					ىر يۇ	ŵ
Course Home Co	Preview 3	Assignments	Discussions	Quizzes	Grades	Class Progress	Course Tools 🗸	
Manage Quizzes (Delete	5						Help
New Quiz	Сору	Actions						
	Grade					View: By A	Availability 🗸	Apply
	Setup Reports	•					,	
🔗 Bulk Edit	View Reports							
Current Qui	Statistics	-						Published
Reset quiz	× 2							-
quiz 1 🗸 Available or	P P Jan 16, 2024 12:01 AM u	ntil Jan 25, 2024 11:	59 PM					

3. You will now be able to preview the quiz from a student's point of view and complete and submit the quiz in the same way as when using View as Learner steps #3 through #6.



Using Preview in Assignments

To access the Preview feature in the Assignments tool, on the Assignments screen, click **More Actions** and select **Preview**.



Course	Home Content Announcement	Assignments Discus	sions Quizzes	Grades	Class Progress	Course Tools 🗸	
Ass	ignments	a					Help
New	Assignment Edit Categories	More Actions 🗸					
💋 Во	lk Edit	Preview					
	A	Reorder		New	Completed	Evaluated	Feedback
0		Event Log		Submissions			Published
	No Category	Make Visible to Users					
	A1 🗸 ø የ	Hide from Users			0/2	0/2	0/2
	TA-Grader test assignment 🗸	Delete			0/2	1/2	1/2
	Test (strings in excel) 🗸				0/2	0/2	0/2

View as Learner in Grades:

1. To view as a learner, switch to the student view as the steps mentioned above and click on the **Grades** on the navbar.

University or Windsor							\square	þ	۵	as Learner	හි
Course Home	Content	Announcements	Assignments	Discussions	Quizzes	<u>Grades</u>	Class F	Progress	Cour	rse Tools 🗸	

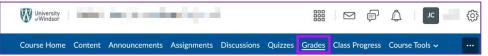
2. You will be able to see all the grade items with your grade as a learner now.

Grades			😝 Print
Final Calculated Grade Weight Achieved - / - III Grade -%			
Grade Item	Points	Weight Achieved	Grade
Assignment		- / 15	-%
A1	- / 100	-/-	-%
Quizzes		- / 15	-%
quiz 1	- / 80	-/-	-%
Midterm		- / 25	-%



Using Preview in Grades:

1. Ensure you are in the Instructor View in your course and click **Grades** in the navbar.



2. Click the arrow beside the name of the student to preview and select **Preview** from the dropdown menu.

🔀 Email							
	Last Name 🔺 , First Name	Final Grades	Assignment 🗸		Quizzes 🗸		Week 1 🗸
	4	Final Calculated Grade 🗸	A1 🗸	Subtotal	quiz 1 🗸	Subtotal	
	× ×	- / -, -% o	/ 100	- / 15, -%	/ 80	- / 15, -%	

3. A pop-up window will display the student's grade for all the grade items. Click on **Close** to exit the window.

Weight Achieved - / - E Grade -%			
Grade Item	Points	Weight Achieved	Grade
Assignment		- / 15	-%
A1	- / 100	- / -	-%
Quizzes		- / 15	-%
quiz 1	- / 80	- / -	-%
Midterm		- / 25	-%
Final exam		- / 35	-%
Close			