



Viewing Your Course as a Student – D2L Tutorial

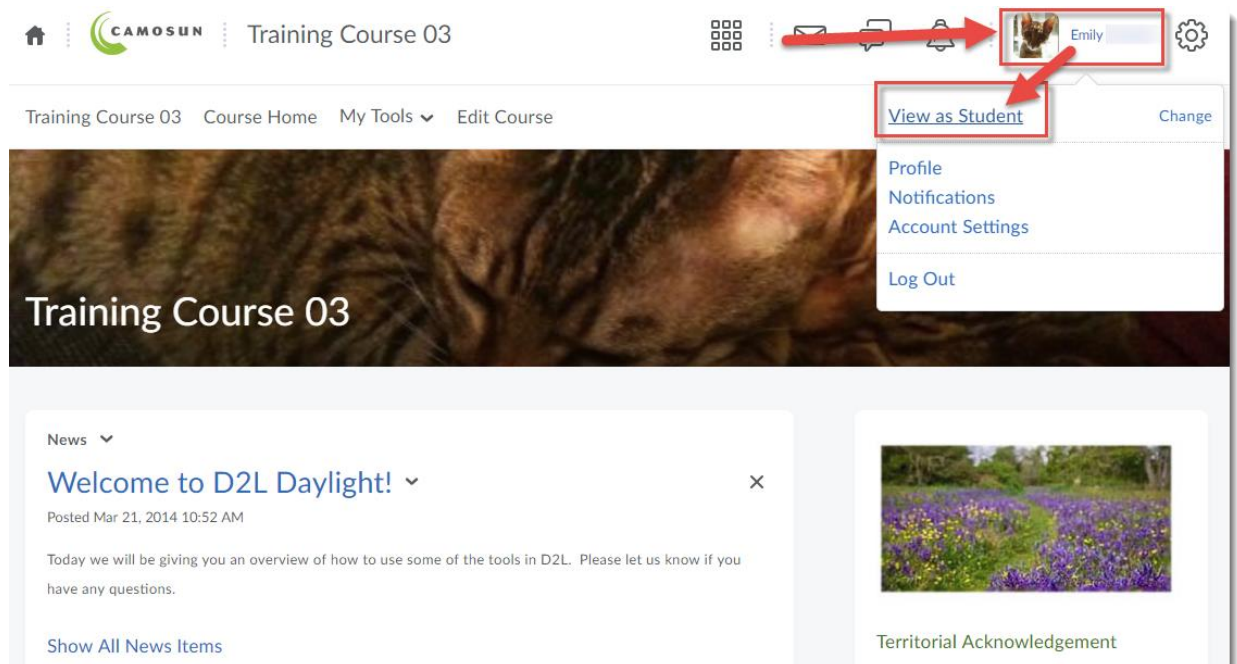
This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to see what your course looks like to a student. This is especially handy when you have “hidden” components in your course and want to double-check to make sure your students can’t see them.

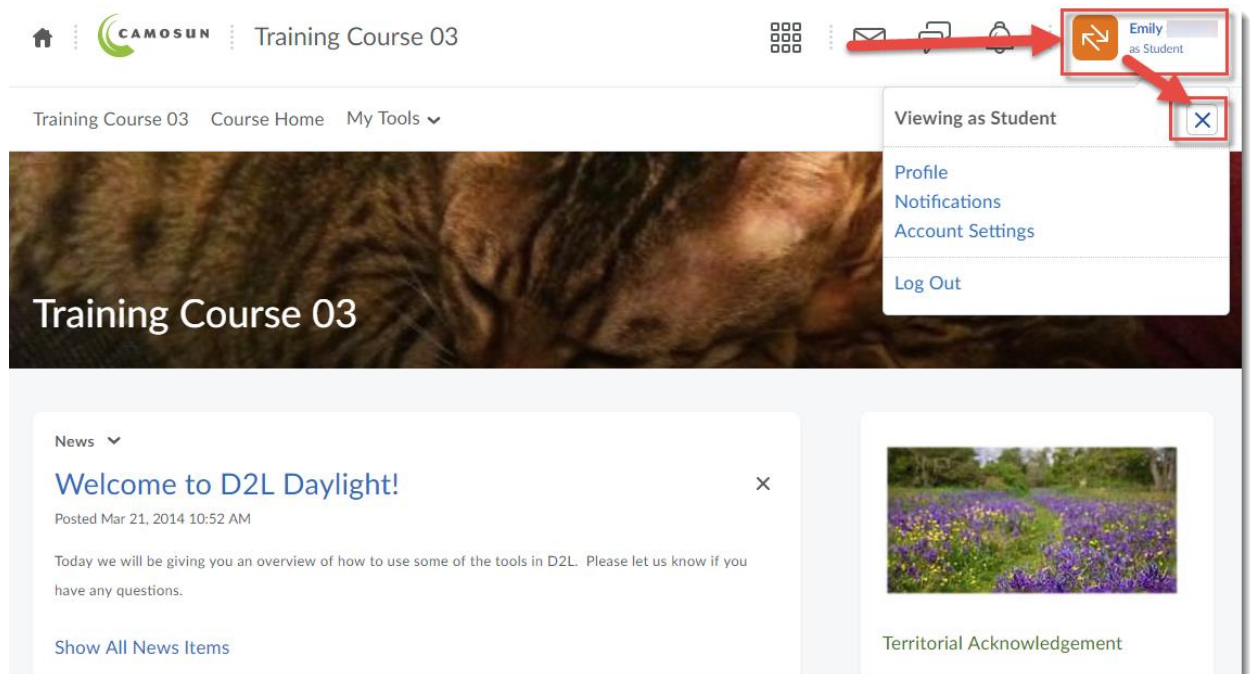
View as Student

1. Go to your course homepage.
2. Click on your name in the top right-hand side of the page, and select **View as Student**.



You will now see your course as a student would, with the following exceptions:

- **Viewing as Student** means that you are still “you” – you simply lose access to the editing functions you have in your normal “teacher” role. This means if you post a discussion message or send an email while Viewing as Student, those will appear as if they come from YOU (i.e., with your name attached).
 - You can’t test group enrolment using **View as Student** – you can neither be enrolled as a student in a group, nor can you self-enrol into a group when viewing as student.
 - While you can view the gradebook as a student, **Viewing as Student** does not allow for having actual grades in the Grades tool. See below for more information on how to **Preview** a student’s gradebook.
 - You cannot complete a quiz or have that quiz’s grade sent to the Grades when **Viewing as Student**. See below for more information on how to **Preview** a quiz.
 - You cannot submit an assignment to the Assignments tool and have the grade sent to the Grades when **Viewing as Student**. See below for more information on how to **Preview** Assignments.
 - You can’t be attached to **Special Access** when Viewing as Student.
3. To stop **Viewing as Student**, click on your name again, and click on the **X** next to **Viewing as Student**.

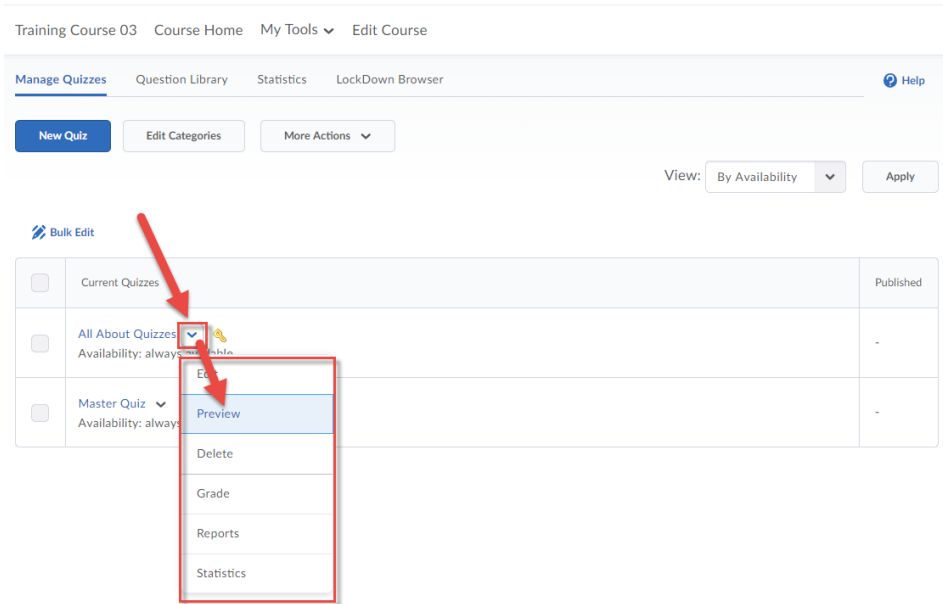


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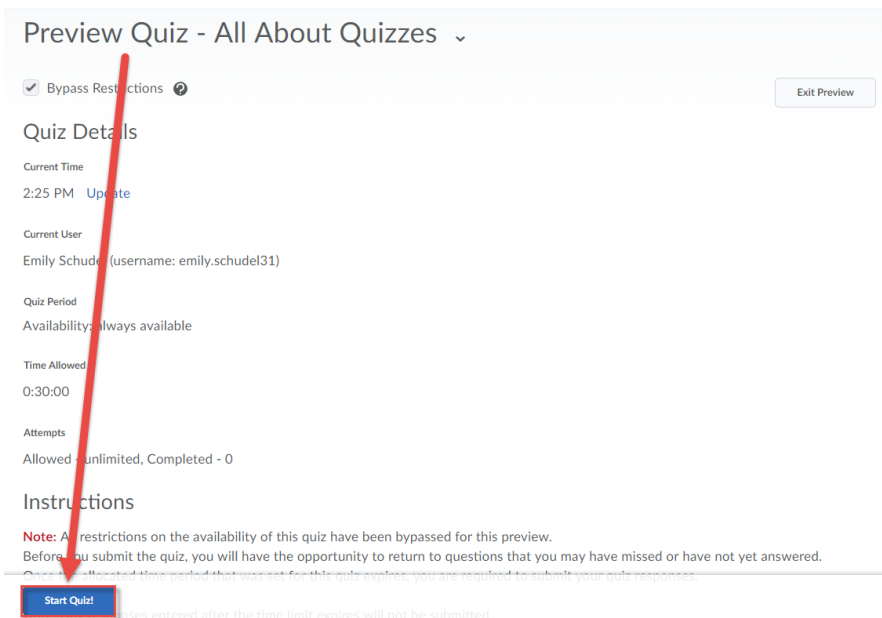
Previewing Quizzes

While **Viewing as Student** won't allow you to take a quiz in your course (it allows you to click on the quiz, but there will be no **Start Quiz** button), you can **Preview** a quiz which allows you to test a quiz.

1. Go to the **Quizzes** tool in your course.
2. Click on the down arrow next to the quiz you wish to preview, and select **Preview**.



3. Read through the instructions, etc., and then click **Start Quiz**.



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4. Preview your quiz, answering questions if you like (question answers will auto save once you complete them), and click **Submit Quiz** when you have completed it.

All About Quizzes - Preview

Time Limit: 0:30:00 Time Left:0:29:13 Emily Schudel: Attempt 1 Exit Preview

Page 1:

1 2

☐ Fill-in-the-Blanks (FIB)

☐ Ordering (ORD)

☒ Hot Spot (HS)

☐ Multiple Choice (MC)

☐ Matching (MAT)

☐ Multiple Long Answer (LMA)

☐ Long Answer (LA)

☐ Multi-Short Answer (MSA)

Question 2 (1 point) ✓ Saved

I would like to make the quiz questions and the answers available AFTER the Quiz period is over. What tab of the Quizzing tool will allow me to do this?

Submission View

Submit Quiz 2 of 2 questions saved

5. Select **Allow this preview attempt to be graded in the Grade Quiz area** if you like (note that this will NOT send the grade to the Grades tool!), then click **Submit Quiz**.

All About Quizzes - Preview

Time Limit: 0:30:00 Time Left:0:27:21 Emily Schudel: Attempt 1 Exit Preview

Page 1:

1 2

Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to your quiz.

☒ Allow this preview attempt to be graded in the Grade Quiz area. ?

Submit Quiz Back to Questions



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6. You can now view the various **Submission Views** you may have set up for your quiz, then click **Done**.

Case study text here.

Question 1 0 / 1 point

From the list below, select the question types **NOT** currently available in D2L

- ☒ True/False (T/F)
- ☒ Fill-in-the-Blanks (FIB)
- ☒ Ordering (ORD)
- ☒ Hot Spot (HS)
- ☒ Multiple Choice (MC)
- ☒ Matching (MAT)
- ☒ Multiple Long Answer (LMA)
- ☒ Long Answer (LA)
- ☒ Multi-Short Answer (MSA)

Question 2 0 / 1 point

I would like to make the quiz questions and the answers available AFTER the Quiz period is over. What tab of the Quizzing tool will allow me to do this?

Answer: Submission View ☒ (Submission Views)

Attempt Score: 0 / 2

Done

7. Click **Exit Preview**.

Training Course 03 Course Home My Tools Edit Course

Quiz Submissions - All About Quizzes

Submission View: Default View

Emily Schudel (username: emily.schudel31)

Individual Attempts	Score
Attempt 1	- / 2

Class Statistics

Class Average: 0 % (Std Dev = n/a)

The Class Average is calculated on first attempts flagged as graded.

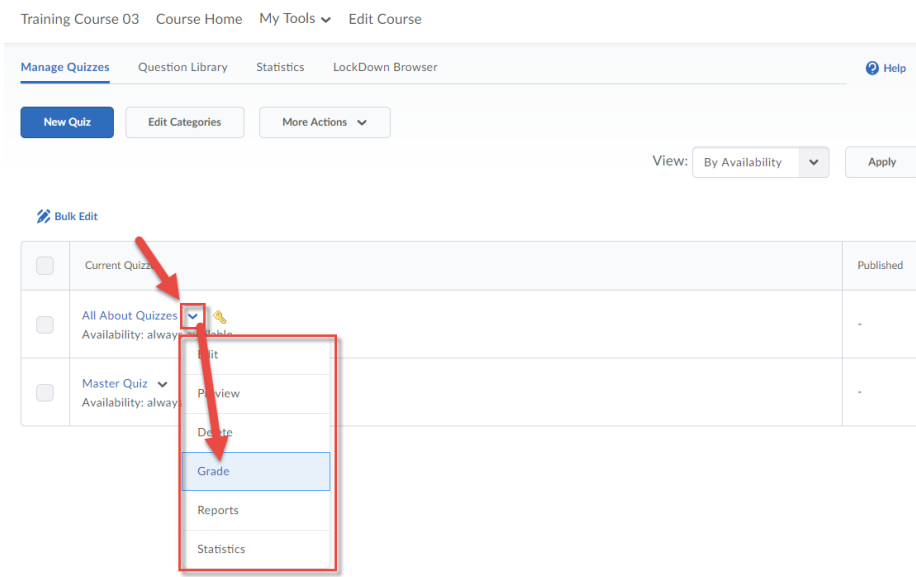
Score Distribution

100%

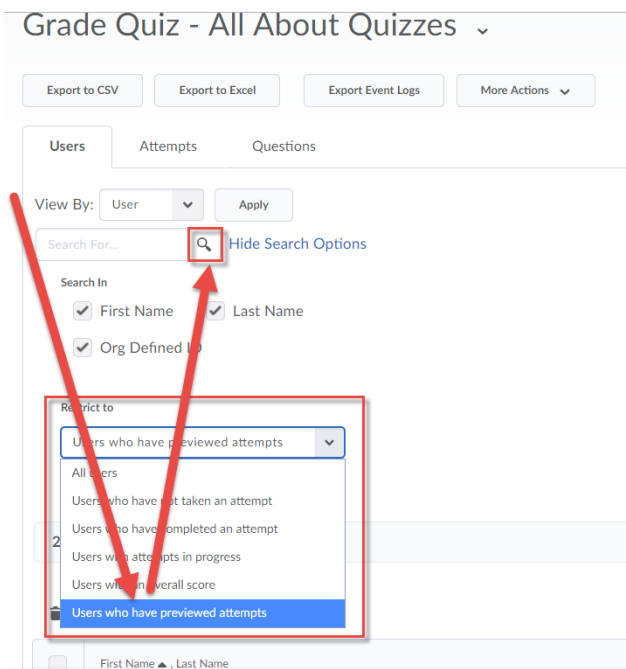


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8. If you want to see this attempt in the Grade Quiz area, click the down arrow next to the quiz, and select **Grade**.



9. Under **Restrict to**, click on the **Users who have completed an attempt** drop-down menu, and select **Users who have previewed attempts**, then click the magnifying glass above!



10. You can then click on the **attempt** you just completed to look at the grading area for the quiz. See the *Grading or Re-Grading Quiz Submissions* tutorial for more information.

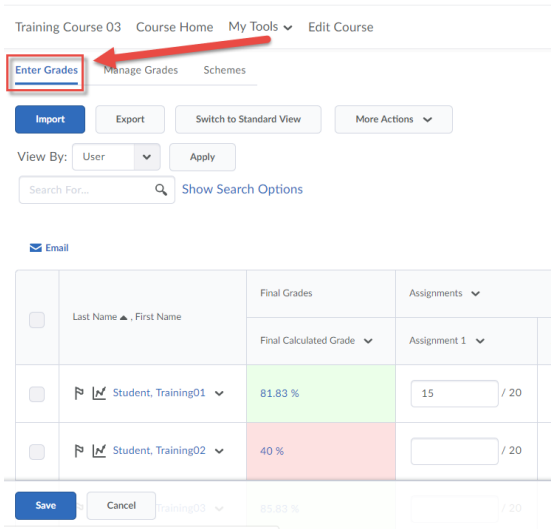


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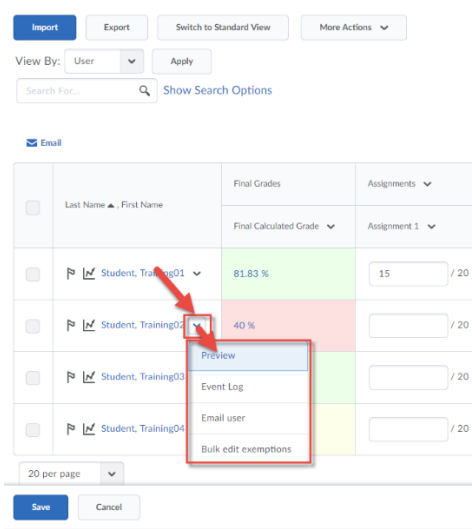
Previewing a Student's Gradebook

Viewing as Student will allow you to see what your course gradebook will look like to a student, but you will not be able to see actual grades or feedback in this view. You can, however, preview one of your student's gradebooks to see what grades and feedback look like to your students. This is especially useful for helping students who may be confused about where and how to see feedback in the Grades tool.

1. Go to the **Grades** tool in your course and click on **Enter Grades**.



2. Click the down arrow next to the name of the students whose gradebook you wish to preview, and select **Preview**. That student's gradebook will open in a pop-up box.



3. Click **Close** when you have finished previewing the student's gradebook, and the pop-up box will close.

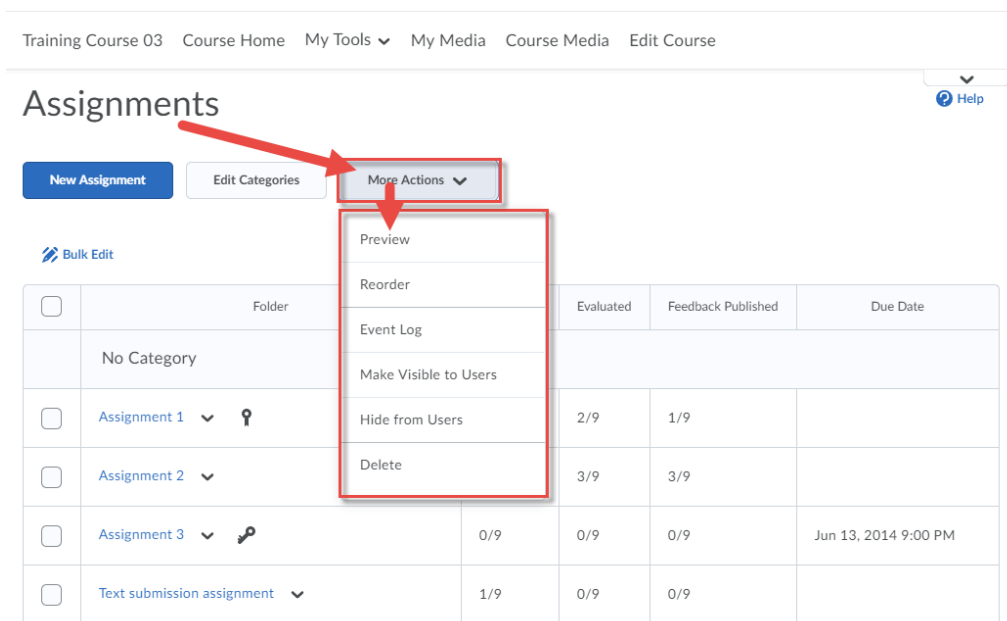


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Previewing Assignments

You can submit an assignment to the Assignments tool when **Viewing as Student**, but you will be unable to view the attempt in the **Evaluate Submission** area. The following steps will be useful for you when you want to learn how to grade student submissions before any of your students have submitted anything.

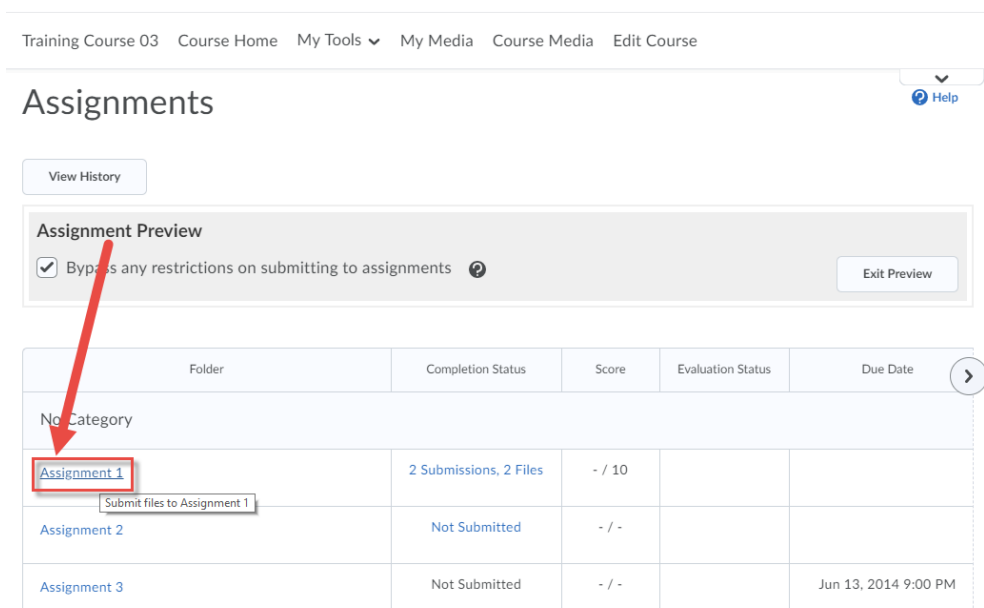
1. Go to the **Assignments** tool in your course. Click **More Actions** and select **Preview**.



The screenshot shows the 'Assignments' tool interface. At the top, there is a navigation bar with links: Training Course 03, Course Home, My Tools, My Media, Course Media, and Edit Course. Below this is the 'Assignments' title and a 'Help' button. A red arrow points to the 'More Actions' dropdown menu, which is open and shows options: Preview, Reorder, Event Log, Make Visible to Users, Hide from Users, and Delete. The 'Preview' option is highlighted. Below the menu is a table with columns: Folder, Evaluated, Feedback Published, and Due Date. The table lists assignments: No Category, Assignment 1, Assignment 2, Assignment 3, and Text submission assignment.

Folder	Evaluated	Feedback Published	Due Date
No Category			
Assignment 1	2/9	1/9	
Assignment 2	3/9	3/9	
Assignment 3	0/9	0/9	Jun 13, 2014 9:00 PM
Text submission assignment	1/9	0/9	0/9

2. Click on an assignment's title to open the submission area.



The screenshot shows the 'Assignment Preview' interface. At the top, there is a navigation bar with links: Training Course 03, Course Home, My Tools, My Media, Course Media, and Edit Course. Below this is the 'Assignments' title and a 'Help' button. A red arrow points to the 'Assignment 1' link in the table. The table has columns: Folder, Completion Status, Score, Evaluation Status, and Due Date. The table lists assignments: No Category, Assignment 1, Assignment 2, and Assignment 3.

Folder	Completion Status	Score	Evaluation Status	Due Date
No Category				
Assignment 1	2 Submissions, 2 Files	- / 10		
Assignment 2	Not Submitted	- / -		
Assignment 3	Not Submitted	- / -		Jun 13, 2014 9:00 PM



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3. **Add a File** to add your submission, add any **Comments** if you wish, then select **Allow this preview submission to be available in the assignment folder** if you like (note that this will NOT send the grade to the Grades tool!), then click **Submit**.

Submit Assignment

Files to submit *

(1) File(s) to submit

After uploading, you must click Submit to complete the submission.

Add a File Record Audio

AddingCalendarEntries-August2019.docx (436.48 KB) X
Source: My Computer

Comments

Paragraph B I U Font Family Size

☒ Allow this preview submission to be available in the folder

Submit Cancel

4. Click **Done**.

Review Assignment Submission

Assignment Preview

Exit Preview

File submission successful

Submission ID
1485894

Submission(s)
AddingCalendarEntries-August2019.docx (436.48 KB)

Comments

Folder
Assignment 1

Submission Date
Aug 14, 2019 2:01 PM

Submitted By

Done View History Upload More Files



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5. Click **Exit Preview**.

Assignments Help

[View History](#)

Assignment Preview

☒ Bypass any restrictions on submitting to assignments ? [Exit Preview](#)

Folder	Completion Status	Score	Evaluation Status	Due Date
No Category				
Assignment 1	2 Submissions, 2 Files	- / 10		
Assignment 2	Not Submitted	- / -		
Assignment 3	Not Submitted	- / -		Jun 13, 2014 9:00 PM

6. If you want to see this attempt in the View Submissions area, click the down arrow next to the assignment, and select **View Submissions**.

Assignments Help

[New Assignment](#) [Edit Categories](#) [More Actions](#)

[Bulk Edit](#)

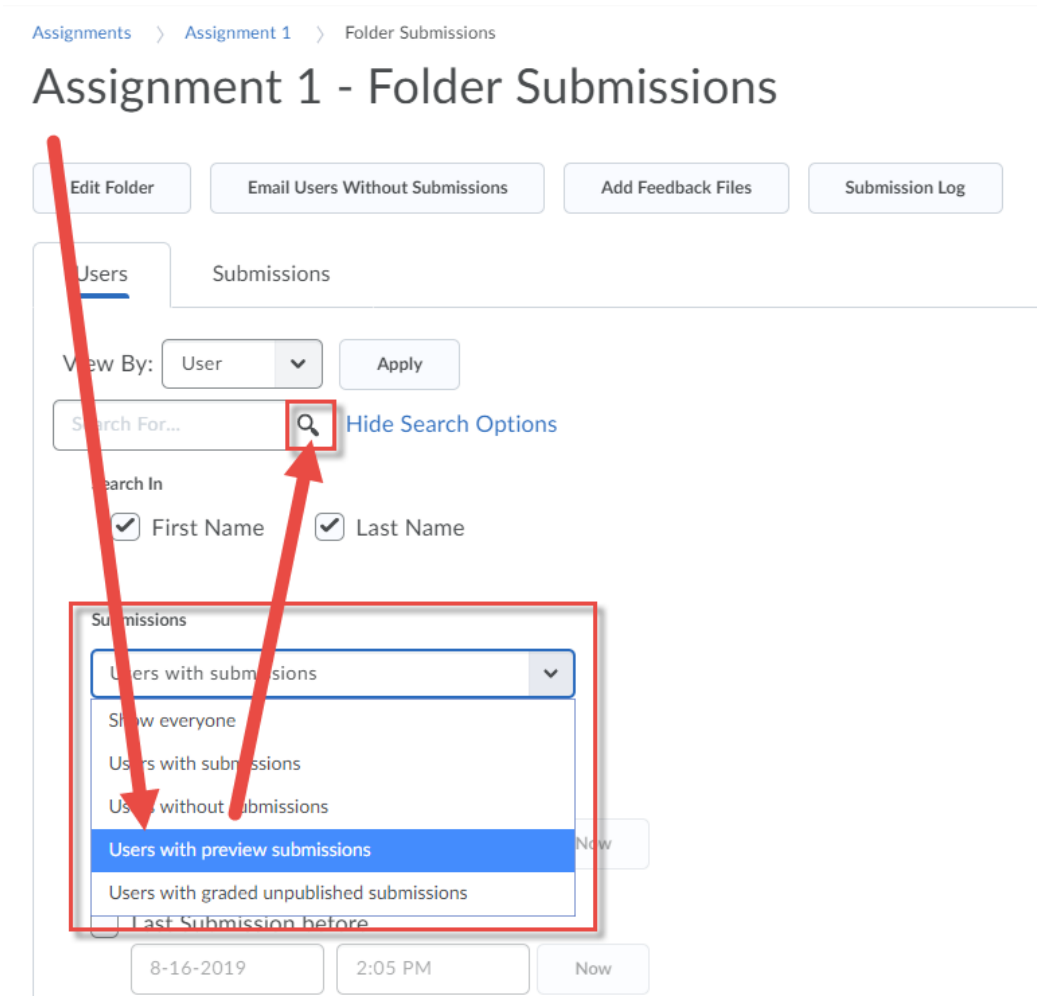
	Folder	Completed	Evaluated	Feedback Published	Due Date
No Category					
<input type="checkbox"/>	Assignment 1 ▼	5/9	2/9	1/9	
<input type="checkbox"/>	Assignment 2	3/9	3/9	3/9	
<input type="checkbox"/>	Assignment 3	0/9	0/9	0/9	Jun 13, 2014 9:00 PM
<input type="checkbox"/>	Text submission	1/9	0/9	0/9	
<input type="checkbox"/>	On-Paper Submission	1/9	0/9	0/9	

- View Submissions
- Edit Folder
- Hide from Users
- Delete Assignment
- Submission Log



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- Click Show Search Options if needed, then under **Submissions**, click on the drop-down menu, and select **Users with preview submissions**, then click the magnifying glass above!



- You can then click on the **submission** you just completed to look at the Evaluate Submission area for the preview submission. You can then add feedback, a grade, and **Publish** your feedback (it will NOT go to the gradebook). See the tutorial *Grading Assignment Submissions* for more information.

Things to Remember

While there are some tools and functions you will not be able to test fully from a student perspective unless you are an actual registered student in the course (for example, Groups), you can contact an eLearning instructional designer to check those tools and functions for you in your live course sites.



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