



## View Course as a Student

Instructors can view courses from the student view to ensure the course is set up in the appropriate manner. The **View as Student** option can be a useful tool to make sure proper settings have been applied to quiz and assignment setups, date restrictions, content visibility, and grades.

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## What can you do in Student View?

### Overview

- Choosing to “View as Student” means that you are still “you” – you simply lose access to the editing functions you have in your normal “instructor” role.
- When the instructor switches to view as a student, they are still using their D2L user account and any operations performed in the student view will place a quiz attempt, discussion posts, file submission, or grade, under the instructor’s user account in the course.
- View as Student is useful for previewing Announcements, Content, Assignments, Discussions, and other tools. Using this view, you will not be able to see draft items in Announcements and Content, Hidden Assignments and Quizzes, or tools that are not available to students yet (based on dates).
- The instructor, in View as Student, will not be restricted by certain release conditions such as visiting content topics or group enrollment.
- Testing group enrollment will not work with the View as Student option. You can neither be enrolled as a student in a group, nor can you self-enroll into a group when viewing as a student. Group restricted activities will be visible to you in the View as Student role, allowing you to view all group assignment folders and discussions as if they were not group restricted.
- There are some aspects of your course (groups, external tools) that you can’t test fully from a student perspective unless you are an actual registered student in the course. You can contact the Office of Distance Education ([distanceed@coloradomesa.edu](mailto:distanceed@coloradomesa.edu)) regarding specific tools or functions that you are unable to test.

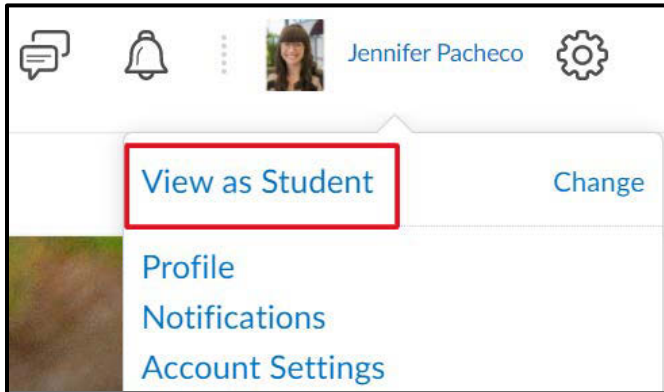
### Tutorial Video

[Viewing Your Course as a Student](#)

## Switching to Student View

Follow these steps to view your course as a student.

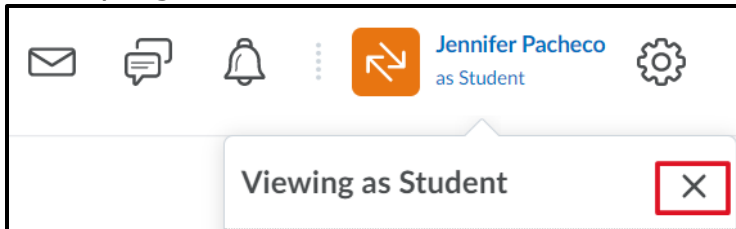
1. Log in to D2L and click on your course.
2. Click on your name from the top right corner of the screen and select **View as Student**.



3. You can see the status on your name has changed to “[your name] as Student”. You can now check your course as a student.



4. When you are finished viewing the course as a student, click on your name again at the top right corner of the screen. Click the **X** next to **Viewing as Student**.



5. See the following sections for tips on viewing various parts of your course.

## Grades







Instructors can use View as Student to see their own grades as a student. It is very useful, especially if you're trying to check that the grade calculation is correct, or if the final grade is visible to students.

1. Instructors are included in the list of users in **Enter Grades**.

	Last Name ▼, First Name	Final Grades					Writing Assignments ▼
		Final Calculated Grade ▼	Essay for Chapter 1 ▼	Essay for Chapter 2 ▼	Writing Assignment #1 ▼	Subtotal	
<input type="checkbox"/>	Test, Faculty ▼	C ⚡	-	-	-	- / 25, -	
<input type="checkbox"/>	Student, Demo ▼	B ⚡	-	-	-	- / 25, -	
<input type="checkbox"/>	Student, CMU ▼	A ⚡	A	-	-	23.75 / 25, A	
<input type="checkbox"/>	Pacheco, Jennifer ▼	A ⚡	A	A	B	23.19 / 25, A	

2. Grades can be manually entered in Enter Grades or activities associated with grade items can be completed by the instructor in View as Student.
3. Switch to **View as Student** and select **Grades** to view the gradebook from a student perspective.

COLORADO MESA UNIVERSITY
Personal Sandbox - Jennifer Pacheco






Jennifer Pacheco as Student


Content Grades Assessments ▼ Tools ▼ Classlist

### Grades Print

Final Calculated Grade

Weight Achieved  
104.86 / 110

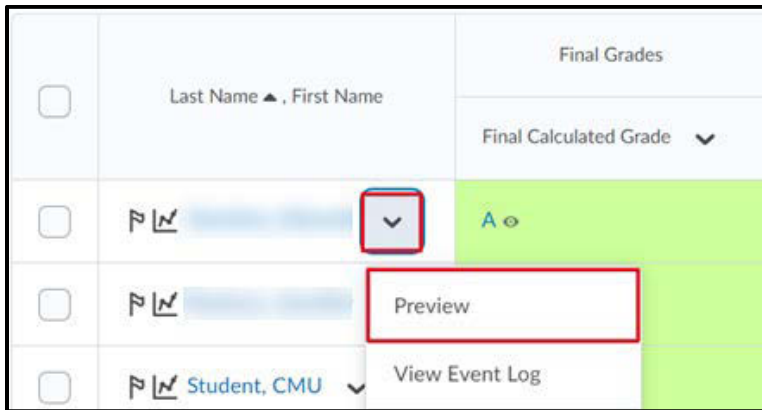
Grade  
**A**

Grade Item	Points	Weight Achieved	Grade	Assessment
Writing Assignments		23.19 / 25	<b>A</b>	
Essay for Chapter 1	20 / 20	8.33 / 8.33	<b>A</b>	
Essay for Chapter 2	19 / 20	7.92 / 8.33	<b>A</b>	
Writing Assignment #1	25 / 30	6.94 / 8.33	<b>B</b>	

### Preview Assignment vs. View as Student

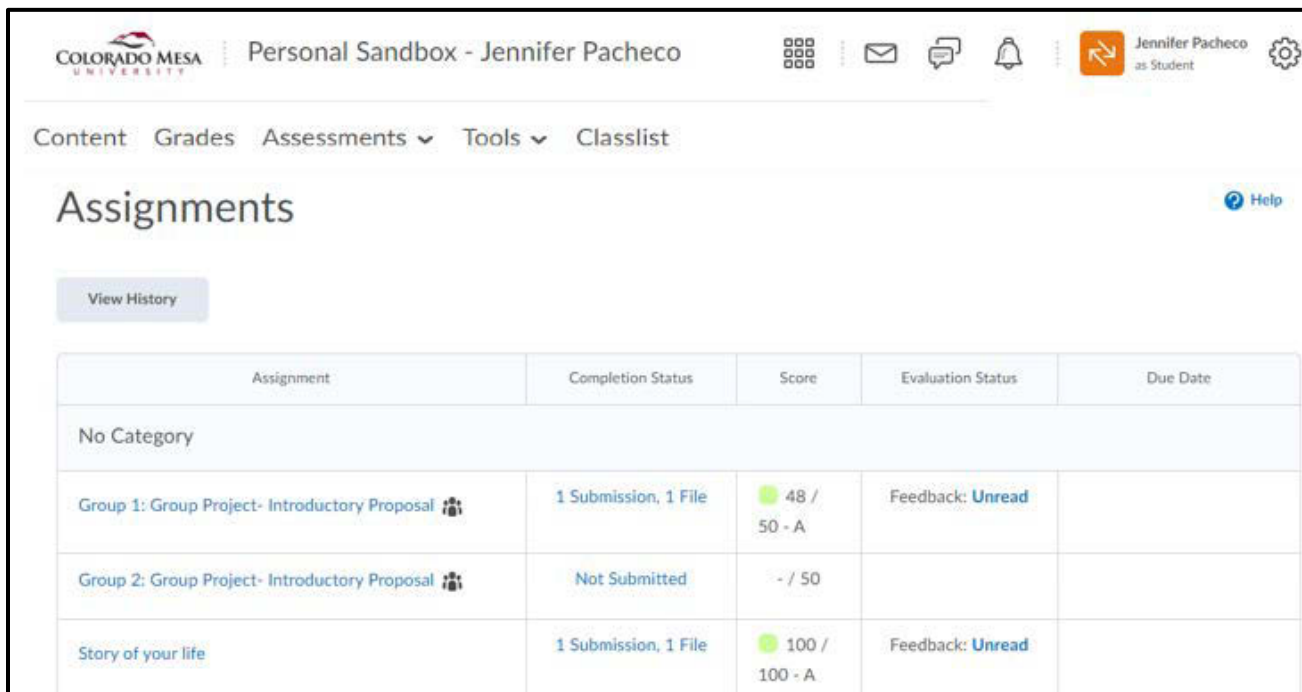
If you want to see a student’s actual grades, you can use the **Preview** function from the Grades tool using your normal instructor view.

1. From your normal instructor view, go to **Enter Grades** and click the dropdown menu next to the student’s name.
2. Select **Preview**.



### Assignments

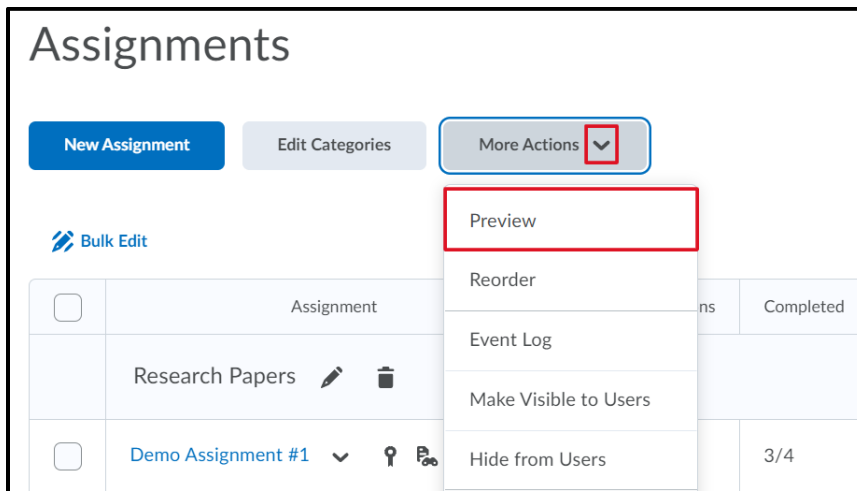
Instructors can use View as Student to submit an assignment as a student. It is very useful to see how your student would submit an assignment and see their score and feedback after you grade the assignment. You will be able to see rubrics and inline feedback as well.



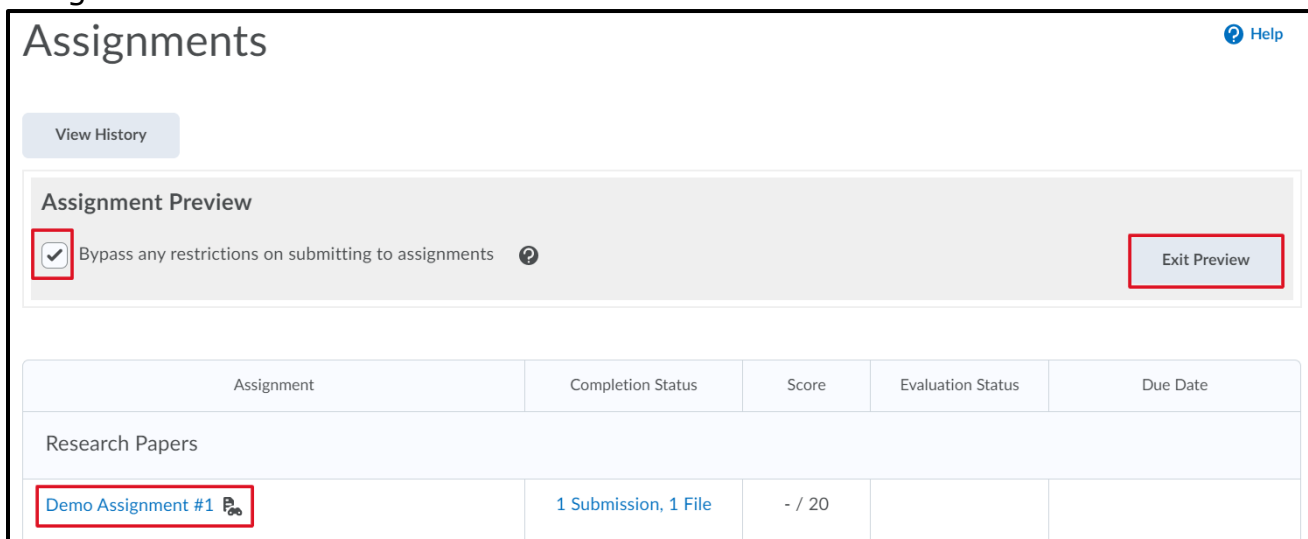
## Preview Assignment vs. View as Student

If you want to view an assignment's instructions without changing to View as Student, you can use the **Preview** function. Note: This is only a preview of the assignment instructions and submission process; anything you submit will not be kept in the submission folder and therefore can not be graded, etc.

1. In Assignments, select **Preview** from the **More Actions** menu.



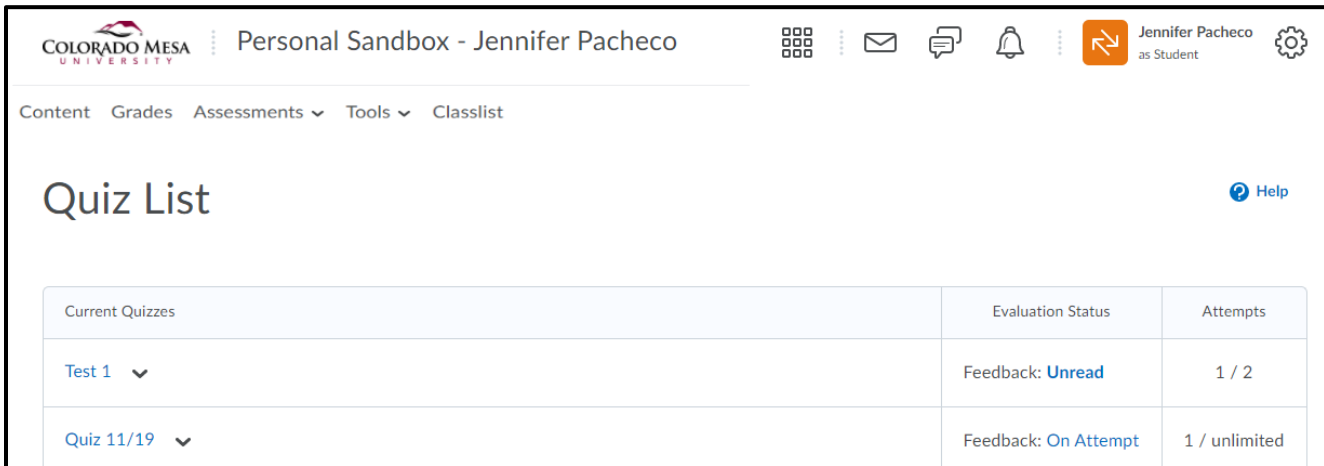
2. Check the box to **Bypass any restrictions on submitting to assignments**. When this option is enabled, any restrictions on viewing an assignment are bypassed. When this option is disabled, your ability to submit to an assignment when previewing will be subject to the restrictions defined for the folder.
3. Click on the assignment folder title to preview the instructions.
4. You can click on the **Exit Preview** button when you are finished reviewing the assignments.



## Quizzes

Instructors can take a quiz and receive a grade using the View as Student feature. This can be useful for seeing how scores are calculated, how they appear in the grade book, and what students see after submission. If a quiz has Respondus Lockdown Browser or Monitor enabled, you will be required to use Respondus in the View as Student mode as well.

Note: Alerts will be disabled for your instructor account if you start a quiz and do not submit it (attempt in progress).

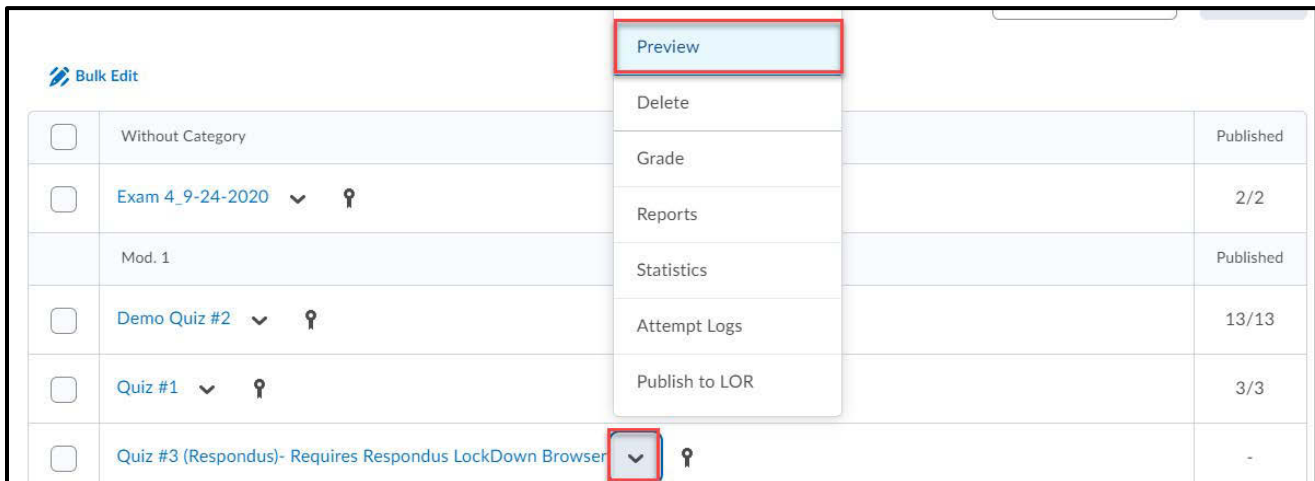


Current Quizzes	Evaluation Status	Attempts
Test 1	Feedback: <b>Unread</b>	1 / 2
Quiz 11/19	Feedback: <b>On Attempt</b>	1 / unlimited

### Preview Quiz vs. View as Student

If you want to view a quiz without changing to View as Student and bypass restrictions such as dates, you can use the **Preview** function. Note: This is only a preview of the quiz; the attempt will not be saved and therefore can't be graded, etc.

1. From **Quizzes**, select **Preview** from drop down menu of the desired quiz.




Without Category		Published
Exam 4_9-24-2020		2/2
Mod. 1		Published
Demo Quiz #2		13/13
Quiz #1		3/3
Quiz #3 (Respondus)- Requires Respondus LockDown Browser		-

2. Check the box to **Bypass Restrictions**. This will bypass any restrictions on the quiz that users are subject to, including release conditions, dates, number of attempts, whether or not the quiz is active, and Respondus LockDown Browser usage.
3. Click **Start Quiz!**

Preview Quiz - Quiz #3 (Respondus)- Requires Respondus LockDown Browser

▼

Bypass Restrictions 

[Exit Preview](#)

Quiz Details

Current Time  
9:36 AM [Update](#)

Current User  
Jennifer Pacheco (username: jjpacheco88)

Time Allowed  
Unlimited (estimated time required: 2:00:00)

Attempts  
Allowed - 1, Completed - 0

Instructions

[Start Quiz!](#)

Restrictions on the availability of this quiz have been bypassed for this preview.

4. Complete the attempt and click **Submit Quiz**, or **Exit Preview** at any point.

## External Learning Tools

The View as Student function will not work for External Learning Tools (Panopto, VoiceThread, ePortfolio, etc.) where the view is specific to an individual user.

In View as Student, the instructor is still recognized with their D2L user account. Any operations with external learning tools will be associated with the instructor's user account and therefore, not provide an accurate student view.