



Thommen's Timely Technology Tips **Previews in D2L**

D2L offers instructors the ability to preview their work in multiple places. Look for the “Page + Magnifying” glass icons (see the graphic to the right) to provide a quick preview of your current work.



Previewing Your Student's Grades

After setting up or altering a gradebook, instructors often wish to view the grade listing from the student's perspective. D2L provides this capability.

1. Click the **Grades** tab.
2. Click the **Enter Grades** link in the **Grades Area** box (upper left). A list of the student names as hot links appears in the **User List** window.
3. Click on the name of the student you want to preview, and the **Grade User** summary screen will appear.
4. Click on the **Preview** link in the upper left portion of the page. A new window will open displaying a summary of the student's grade information. This window provides an accurate representation of what the students see when they review their grades.

Previewing a Quiz

Online testing is a tremendous time saver, but it is prudent to preview (take) the quiz before releasing it to students. It is always easier to fix problems before the quiz starts rather than after.

1. Click on the **Quizzes** tab.
2. Click on the title of the quiz to reveal the quiz editing screen.
3. Click on the **Preview** link at the top of the **Quiz-Edit** page.
4. At this point, you can take the quiz and see it from the student's perspective. Additionally, you have the ability to bypass quiz restrictions and to terminate the preview at any time, which the students do not.

Upon completion of a preview, D2L will offer to check the previewed quiz. D2L will only display the quiz elements you have authorized in the **Submission View** screen and the default display will only reveal the quiz score. To evaluate how the quiz is checked by the system, instructors should display all questions and correct answers before a preview and then reset the **Submission View** parameters after the preview, if necessary.

1. Click on the **Quizzes** tab.
2. Click on the title of the quiz to reveal the quiz editing screen.
3. Click on the **Submission Views** tab.
4. Click on the **Default View** link on the **Submission View** screen.
5. Click on the **Show questions? Yes** radio button.
6. Click on the **Show question answers** check box.
7. Click the **Save View** button.

This timely tip can also be found at:

http://www.lcc.edu/cte/resources/thommen_tips/

