

CANVAS: How to publish a course

There are two methods for publishing your Canvas course – the instructor can use either one.

Publishing a course unlocks it so that enrolled students can see the course on their Dashboard.

Whether students can actually enter the course depends on both the course's access restriction Settings and the current date in relation to the courses defined, or semester default, Start date.

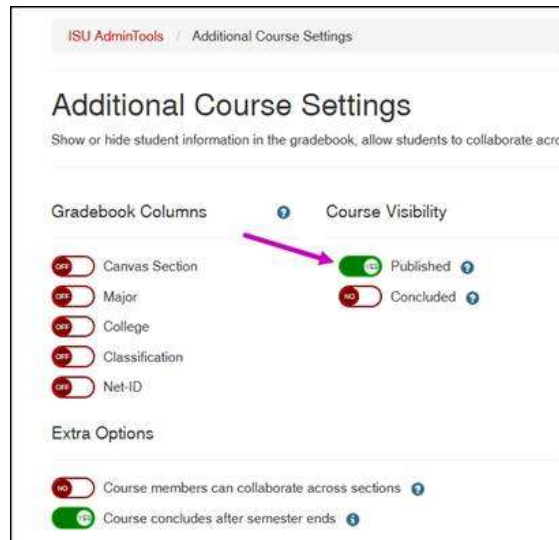
Method 1: From outside Course

- Go to Canvas Help > Global Course Administration > Prepare to Teach.
- Click the NO toggle in right upper corner of account box.
- The Canvas account box turns green, which means it is published.

The screenshot shows the 'Prepare to Teach' page in Canvas. At the top, there's a breadcrumb trail: 'Global Course Administration / Prepare to Teach'. The main heading is 'Prepare to Teach'. Below it, a subheading says: 'Drag sections to the top box to create new Canvas courses, or drag to existing courses to add students and co-teachers to the course.' There are two main sections: 'Term' (set to 'Fall 2020') and 'Show Empty Courses' (unchecked). Below these are two boxes: 'Unlinked Registrar Sections' (showing 'None Exist') and a list of course sections. The first section is 'A M D 510 Sections 1, XE (Fall 2020)' with 'Show 3 linked sections...'. The second section is 'A TR 218 Section 1 (Fall 2020)' with 'Show 1 linked section...'. To the right of each section are two toggle switches: 'Published' and 'Concluded'. The 'Published' toggle for the first section is green and labeled 'YES', while the 'Published' toggle for the second section is red and labeled 'NO'. A purple arrow points from the text 'Click the red NO to make it toggle to a green YES' to the red 'NO' toggle switch for the second section.

Method 2: From inside Course

- Go to Course Menu > ISU Admin Tools > View Additional Course Settings.
- Click the Published toggle so it changes from a red “No” to a green “Yes”.
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Verify Course Status

In your course, verify the publish status on the Settings > Course Details page:

