

How to publish everything in Canvas

It can be confusing sometimes to determine if the content you've uploaded or edited within Canvas is published and available for your students. This guide will cover how to publish each of the content items provided by Canvas and alert you to some of the common pitfalls people face when attempting to add material to their Canvas site.

For the purpose of this article I'm going to assume you already know how to access Canvas and know how to navigate to your course site for the current semester. If you don't know how to do this I suggest checking out the [Center for Teaching Excellence resource on accessing Canvas](#).

The table below breaks down the different content items that can be published in Canvas and whether or not they are published by default when they are first created or uploaded to Canvas.

Publishable Content

*Please note that if your Canvas site is **NOT** published, students **WILL NOT** be able to access anything in your site regardless of whether or not the individual items are published! After publishing your Canvas site students are enrolled within 24 hours.

Content Type	Published on Creation
Canvas Site*	No
Syllabus Page	Yes
Announcements	Yes
Assignments	No
Modules	No
Items Added to Modules	Depends
Pages	No
Discussions	No

Quizzes	No
Files	Yes

Let's start at the top of the table and work our way down to figure out how to publish the various content items and some of the things you should consider when doing so.

Publishing your Canvas site

Publishing your Canvas site is how your students gain access to it in their Canvas Dashboard. If you don't publish your site your students will never have access to any of the material you post there. In order to publish your site follow these instructions:

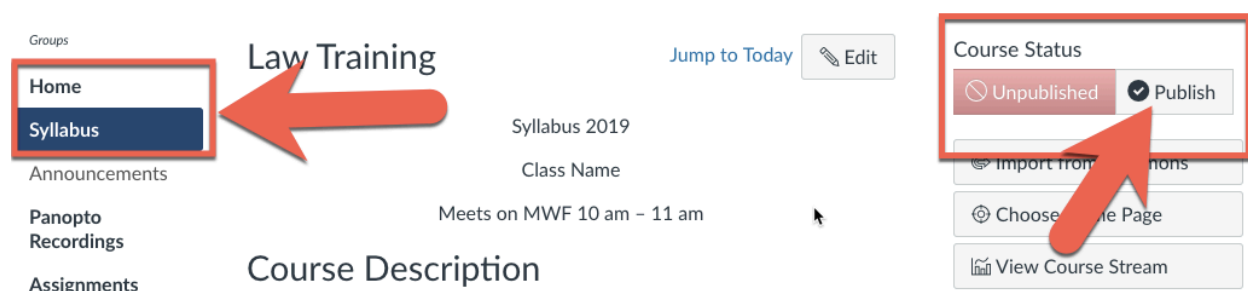
1. Click "Home" in your course navigation menu.

(Note: In the example photo the homepage is set to the Syllabus page. That's why after clicking the "Home" link the "Syllabus" page is highlighted as the active page.)

2. In the "Course Status" section click the "Publish" button. This will make your course active and available to all enrolled students.

(Note: When in an unpublished state, your course status will show a red unpublished icon with a grey publish button. After it's published the publish button will change green indicating that your course is in fact published.)

(Course in an unpublished state)



(Course in a published state)

Groups

Home

Syllabus

Announcements
Panopto Recordings
Assignments

Law Training

Jump to Today
Edit

Syllabus 2019
Class Name
Meets on MWF 10 am – 11 am

Course Description

Course Status

Unpublish
Published

Import from ...

Choose Home Page

View Course Stream

Course Setup Checklist

Publishing your syllabus page

To update your syllabus page simply save the changes you make after editing. The syllabus page always remains published so there isn't anything further you have to do.

Law Training

Jump to Today
Edit

Course Summary:

Date	Details
Fri Jan 18, 2019	<div>Comments on the Molasses Flood</div> <div>due by 11:59pm</div>
Tue Feb 26, 2019	<div>Student Presentation 1</div> <div>2pm to 3:30pm</div>
Wed Feb 27, 2019	<div>Student Presentation 2</div> <div>2pm to 3:30pm</div>
	<div>Final Exam</div>
	<div>Unnamed Quiz</div>
	<div>Week 2 Reflection</div>

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4 5

11 12

18 19

25 26

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Publishing your announcements

To publish your announcements simply save the changes you make after editing. Announcements are published instantly so there isn't anything further you have to do.

Groups

Home

Syllabus

Announcements

People

Modules

Pages

Grades

Collaborations

Conferences

Outcomes

Quizzes

Discussions

Files

Assignments

Settings

Law Training

Jump to Today

Edit

Syllabus 2019

Class Name

Meets on MWF 10 am – 11 am

Course Description

This course is just a fake place holder that allows me to teach people how to use Canvas. After completing various workshops it is my hope that you walk away with at least one piece of new knowledge.

Learning Objectives

1. Describe one new thing learned from the workshop
2. Create a Canvas site for your course
3. Determine the most appropriate course layout for ease of use for you and your students

Course Topics

- Choosing Course Layouts
- Organizing Your Course
- Troubleshooting
- Importing Course Material
- Creating Assignments
- Grading
 - Canvas Speedgrader
 - Grade Book
 - Anonymous Grading

Grading Policy

Course Status

Unpublish

Published

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

View Course Analytics

<

August 2019

>

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Course assignments are not weighted.

Publishing your assignments, pages, quizzes and discussions

These three content items all have the same behavior. All three have very similar edit pages and when you're done editing them you have the option to either "Save & Publish" or "Save".

Clicking “Save & Publish”

Clicking “Save & Publish” will automatically publish the content for you. There is nothing further you have to do.

The screenshot shows a Canvas LMS course page for 'Law Training'. The left sidebar contains navigation links: Groups, Home, Syllabus (highlighted), Announcements, Assignments, Modules, Pages, Discussions, Files, People, Grades, Collaborations, Conferences, Outcomes, Quizzes, and Settings. The main content area displays course details: 'Syllabus 2019', 'Class Name', and 'Meets on MWF 10 am - 11 am'. Below this is the 'Course Description' (a placeholder text), 'Learning Objectives' (a list of three items), 'Course Topics' (a list of eight items including 'Choosing Course Layouts', 'Organizing Your Course', 'Troubleshooting', 'Importing Course Material', 'Creating Assignments', 'Grading' with sub-items 'Canvas Speedgrader', 'Grade Book', and 'Anonymous Grading'), and 'Grading Policy' (showing 'Participation 100%'). The right sidebar shows 'Course Status' with 'Unpublish' and 'Published' buttons (the latter is active), and a list of actions: 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', 'Student View', and 'View Course Analytics'. At the bottom right is a calendar for August 2019.

Law Training

Jump to Today Edit

Course Status

Unpublish Published

Import from Commons

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

View Course Analytics

August 2019

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Course assignments are not weighted.

Clicking “Save”

If you choose to click “save” after editing the content for any of these items it will be saved in a “draft” state. What this means is that you can see it and continue to make edits to it, but your students will not be able to access the content until you click publish. There are a few different ways to publish an item in its draft state.

I’ll start with the easiest way to publish your content. Click the link in the course navigation for the particular content item you wish to publish (Pages, Assignments, or Announcements). Then click the “publish/unpublish” icon. You’ll see the icon change to a green circle with a white check indicating that it’s published. The video below shows an example of publishing a “Page” this way.

Groups

Home
Syllabus
Announcements
Assignments
Modules
Pages
Discussions
Files
People
Grades
Collaborations
Conferences
Outcomes
Quizzes
Settings

Law Training

Jump to Today
Edit

Course Status

Unpublish
Published

Import from Commons
Choose Home Page
View Course Stream
Course Setup Checklist
New Announcement
Student View
View Course Analytics

August 2019

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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1	2	3	4	5	6	7

Course assignments are not weighted

Syllabus 2019
Class Name
Meets on MWF 10 am – 11 am

Course Description

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Learning Objectives

1. Describe one new thing learned from the workshop
2. Create a Canvas site for your course
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Course Topics

- Choosing Course Layouts
- Organizing Your Course
- Troubleshooting
- Importing Course Material
- Creating Assignments
- Grading

The second way is to access the item you wish to publish by clicking its title. Then clicking the “Publish” button that appears on the following screen.

Groups

Home
Syllabus
Announcements
Assignments
Modules
Pages
Discussions
Files
People

Law Training

Jump to Today
Edit

Course Status

Unpublish
Published

Import from Commons
Choose Home Page
View Course Stream
Course Setup Checklist
New Announcement
Student View
View Course Analytics

August 2019

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Course assignments are not weighted

Syllabus 2019
Class Name
Meets on MWF 10 am – 11 am

Course Description

This course is just a fake place holder that allows me to teach people how to use Canvas. After completing various workshops it is my hope that you walk away with at least one piece of new knowledge.

Learning Objectives

The third and final way to publish is to enter the items edit page again. Then scroll down to the bottom of the page and click the “Publish” button.

The screenshot shows a Canvas LMS course page for 'Law Training'. On the left is a navigation sidebar with links: Home, Syllabus (highlighted), Announcements, Assignments, Modules, Pages, Discussions, Files, People, Grades, Collaborations, Conferences, Outcomes, Quizzes, and Settings. The main content area has a header with 'Law Training', 'Jump to Today', and an 'Edit' button. Below the header, it says 'Syllabus 2019' and 'Class Name'. A mouse cursor points to the text 'Meets on MWF 10 am – 11 am'. The 'Course Description' section contains a placeholder text about teaching Canvas. The 'Learning Objectives' section lists three points: describing new things learned, creating a Canvas site, and determining course layout. The 'Course Topics' section lists topics like Choosing Course Layouts, Organizing Your Course, Troubleshooting, Importing Course Material, Creating Assignments, Grading (with sub-points for Canvas Speedgrader, Grade Book, and Anonymous Grading), and Grading Policy (with a sub-point for Participation 100%).

Groups

Home

Syllabus

Announcements

Assignments

Modules

Pages

Discussions

Files

People

Grades

Collaborations

Conferences

Outcomes

Quizzes

Settings

Law Training

Jump to Today Edit

Syllabus 2019

Class Name

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- Troubleshooting
- Importing Course Material
- Creating Assignments
- Grading
 - Canvas Speedgrader
 - Grade Book
 - Anonymous Grading

Grading Policy

Participation 100%

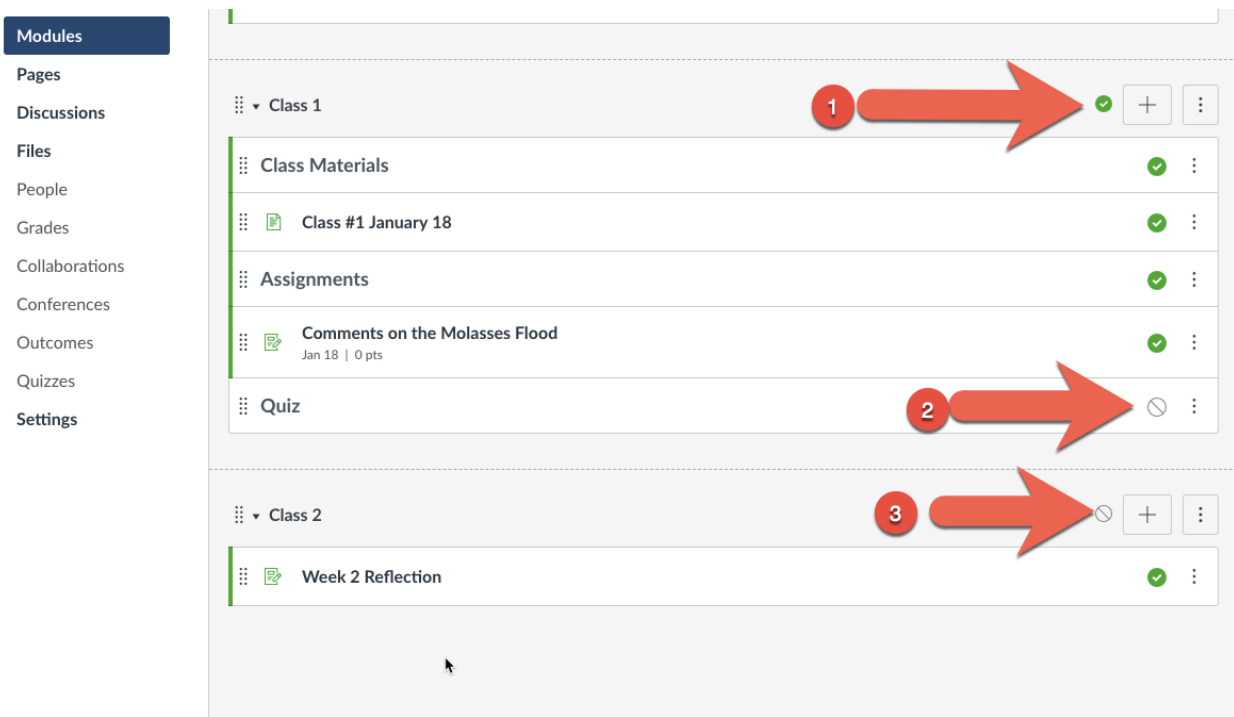
Publishing your modules

Modules are a special case in Canvas. If you aren't familiar with modules I suggest reading the [Canvas guide to modules](#). There are a lot of ways to think your content is published when in fact it really isn't. The basic way to think about how to use them is as follows.

Modules control the entire flow of your course and its content. When you add items to a Module, please be aware that the status of the Module overrides the state of the individual module items. Unpublished modules are invisible to students. This is true even if there are published items in an unpublished module. (From the Canvas Docs)

Take a look at the image below:

1. The “Class 1” module is published. All items that are published within it are accessible to students.
2. The Quiz in the “Class 1” module is currently unpublished. Until it is published, students won’t see this module item at all.
3. The “Class 2” module is unpublished. Students won’t see this module at all or anything inside of it even if the module’s items are published. If they click on the “Week 2 Reflection” assignment from another area in your course they’ll receive a message stating that it’s part of an unpublished module and is not available yet.



If you use modules I suggest taking some time to play around with this behavior. Using [student view](#) is a great way to test this out and make sure your Canvas material is published and available the way you think it is.

Thanks for reading this guide on publishing content in Canvas. Please feel free to reach out with any questions regarding how to make your content available to students. lawedtec@bc.edu