CANVAS: PUBLISHED AND UNPUBLISHED CONTENT



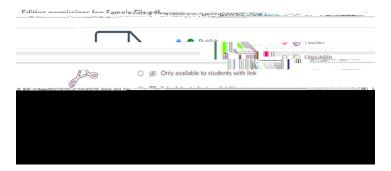
If you publish a module that is currently unpublished, then all content within it will become published by default. You can unpublish content by dicking the green check mark next to the resource. However, if you unpublish a module that is currently published, then the content within it will remain published (but it will not be accessible to students through that module, since they cannot see unpublished modules).

Please see this Canvas Instructor Guide for more information on entering and publishing Modules.

Files

Files hosted on a course site must be uploaded through the Files menu within the course. Once they have been uploaded, they can be accessed directly through the file viewer, linked to or embedded on pages, and linked to in a module.

You can change the publication status of a file either through the Files menu or through the Modules menu (if the file has already been added to a module). To do so, click the symbol next to its name, select the new publication status you want, and click Update.



Unlike other elements on Canvas, files have four different publication options:

- Published: The file is visible to students in modules, in the file viewer (if enabled for students), and through links that take them directly to it.
- Unpublished: The file is not visible to students. If they try accessing it using a direct link, they will receive an "Access Denied" message.
- Only available to students with link: The file is visible to students in modules and when it is linked to on a page, but it will not appear for them in the file viewer.

Schedule student availability: The file will only be accessible to students within a certain time frame. The file name will be visible to students in modules and through links on pages, but if they try accessing it before it is available, they will receive a message that the file is locked until a certain time or date. This option can be useful if you want students to download exam questions directly from Canvas but do not want them to be able to look at the questions before the exam starts.

Note: If a file is published but is inside a folder that is unpublished, students can see the file in modules but cannot access the file itself. If they try to access it, they will receive a message reading,