

Canvas: Published and Unpublished Content

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Unpublished Content in Canvas

Students cannot view or access course content until it has been published. If they attempt to access unpublished content via a link, they will encounter an "Access Denied" message.



Access Denied

You don't have access to view this resource.

Canvas attempts to minimize the chances that students will inadvertently access content they are not supposed to. As a result, students may accidentally not have access to content that instructors intended to make available. This guide offers an overview of how to publish content and ensure its accessibility to students.

Checking Access Using Student View

If you're uncertain about whether students can view content, the fastest method to verify is by entering Student View. If you encounter the "Access Denied" message in Student View, students won't have access to it. Conversely, if you can access content through Student View, you can be confident that it will be accessible to your class.

Please see this [Canvas Instructor Guide](#) for more information on entering and using Student View.

Pages, Assignments and Quizzes

When a page, assignment, or quiz is published, it means that students will be able to view it when they follow a link to it.

By default, these resources are unpublished when first created. After editing the resource, you can either **Save** it (and keep it hidden from students) or **Save & Publish** it (making it immediately viewable to students).













When a resource is published, there will be a green **Published** button in the upper-right hand corner of the screen. Hovering over the button will give you the option to **Unpublish** it.












Modules

When a module is published, students can access the module and any published content within it from the Modules menu.

In the example below, the module is unpublished (as indicated by the  sign next to it), but all the content within it is published. This indicates that students will be able to view the published resources if they have a direct link to them, but they will not be able to access them from the modules page because the module itself is unpublished.

Week 1			+	⋮
	Respondus Lockdown Practice Quiz Nov 30, 2023 15 pts			⋮
	Essay #1 Nov 29, 2023 5 pts			⋮
	Quiz #1			⋮
	Homework #1 Dec 31, 2023 0 pts			⋮


If a module is published but it contains unpublished content, then students will only be able to see the published content.


Week 1			+	⋮
	Respondus Lockdown Practice Quiz Nov 30, 2023 15 pts			⋮
	Essay #1 Nov 29, 2023 5 pts			⋮
	Quiz #1			⋮
	Homework #1 Dec 31, 2023 0 pts			⋮


Instructor View - Notice Quiz #1 is unpublished




▼ Week 1

 **Respondus Lockdown Practice Quiz**
Nov 30, 2023 | 15 pts

 **Essay #1**
Nov 29, 2023 | 5 pts ⊖

 **Homework #1**
Dec 31, 2023 | 0 pts

 **HomePageBanner.jpg**

Student View - Quiz #1 is not showing

If you publish a module that is currently unpublished, all content within it will automatically become published. You can unpublish content by clicking 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. However, students won't be able to access it through that module, as unpublished modules are invisible to them.


Please see this [Canvas Instructor Guide](#) for more information on entering and publishing Modules.

Files

Files hosted in your course should be uploaded through the Files menu. Once uploaded, they can be directly accessed through the file viewer, linked to or embedded on pages, and included in modules as links.

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

Editing permissions for: Sample File.pdf x



✔ Publish

⊘ Unpublish

🔗 Only available to students with link

📅 Schedule student availability

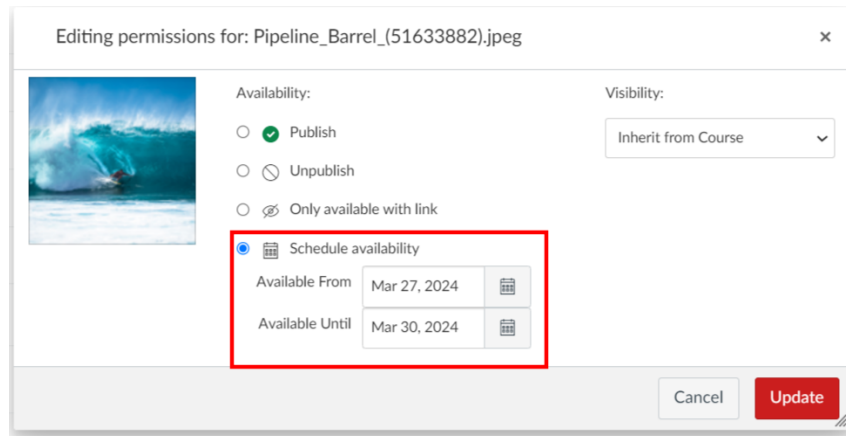
Cancel
Update

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:** This feature restricts access to a file within a specified time frame. While the file name remains visible to students in modules and via links on pages, attempting to access it before the designated time will result in a message indicating that the file is locked until a specified date or time. This option is helpful when you wish for students to download exam questions directly from Canvas without allowing them to view the questions before the exam commences.



Editing permissions for: Pipeline_Barrel_(51633882).jpeg

Availability:

Publish

Unpublish

Only available with link

Schedule availability

Available From: Mar 27, 2024

Available Until: Mar 30, 2024

Visibility: Inherit from Course

Cancel Update

Important Note: If a file is *published*, but it 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, "The folder 'FOLDER NAME,' which includes this file, has been locked."

To address this issue, navigate to the folder from the Files menu and publish it as you would publish a file.

Please see this [Canvas Instructor Guide](#) for more information on how to use Files in your course.

