

# How do I publish a course?

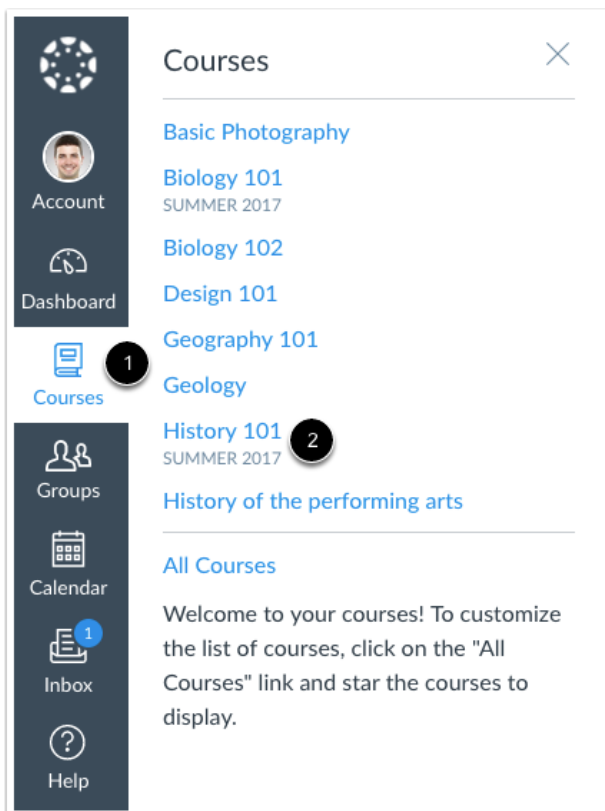
If you have permission to publish your course, you can publish your course in the Course Home Page sidebar or from the Course Setup Checklist (ADD HYPERLINK TO QUESTIONS).

## Notes:

- You must publish a course before students can access it and its contents. Students cannot see unpublished courses and content.
- Publishing a course is a course permission. If you cannot publish your course, your institution has restricted this feature.
- Publishing your course will send invitations to any users who were manually added to your course. Users added via SIS import will not receive an invitation.
- Course invitations will not be sent until after the course start date. (The start date is commonly the term date, unless the term is being overridden by a specific course or section date in Course Settings.)
- If you are using a Free-for-Teacher account, you cannot publish a course until you have verified your email address.

## Open Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



The screenshot shows the Global Navigation sidebar with the following elements:

- Account**: Profile picture and name.
- Dashboard**: Home icon.
- Courses**: Book icon, highlighted with a red circle and the number 1.
- Groups**: People icon.
- Calendar**: Calendar icon.
- Inbox**: Mail icon, highlighted with a red circle and the number 1.
- Help**: Question mark icon.

The main content area shows the **Courses** menu with a close button (X) in the top right corner. The list of courses includes:

- Basic Photography
- Biology 101 (SUMMER 2017)
- Biology 102
- Design 101
- Geography 101
- Geology
- History 101 (SUMMER 2017), highlighted with a red circle and the number 2.
- History of the performing arts
- All Courses

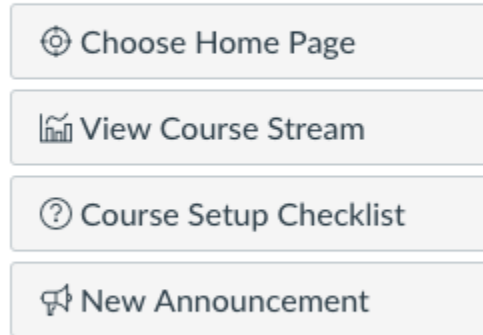
Below the course list, there is a welcome message: "Welcome to your courses! To customize the list of courses, click on the 'All Courses' link and star the courses to display."

## Publish Course

In the Sidebar, click the **Publish** button.

**Note:** On smaller screens, the Sidebar displays beneath Course Home Page content.

### Course Status



**Coming Up**  [View Calendar](#)  
*Nothing for the next week*

## View Confirmation

A message will appear at the top of your screen confirming the publishing of your course.

