



Technology & Accessibility Support

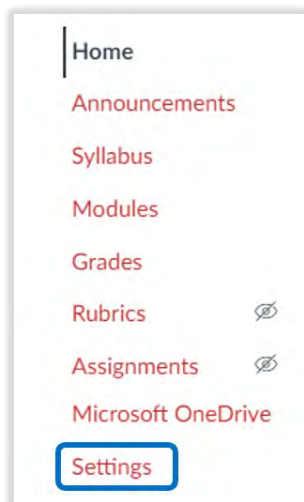
COURSE AVAILABILITY: DATES AND PUBLISHING

At UMW, courses are created in Canvas using “Term” dates that are equal to the first and last days of the semester. Faculty are free to edit those dates to match the needs of their courses, especially Block courses. Keep in mind the following:

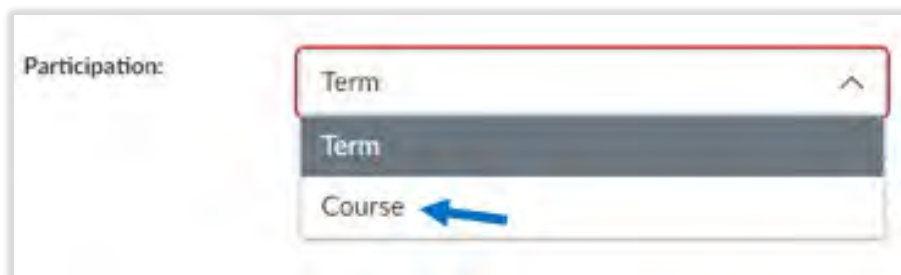
- Students can view a course before the designated **Start** date if that course has been **Published** (made available by the instructor).
- Students cannot participate (submit assignments, etc.) in a course until the designated **Start** date.
- Instructors can control whether or not students whether or not students can view a course, even if it’s published, before the **Start** date.

Changing a Course’s Start and End Date

Click on **Settings** in the Course Navigation menu.



Open the **Participation** dropdown menu and select **Course**.



Canvas will empty out the Term dates. Instructors can then click on the calendar icons to set **Start** and **End** dates for the course. *Note: Canvas will apply a time of 12 a.m. automatically, so select the date **after** you wish the course to close.*

Start

End

Instructors can then choose whether or not to restrict students from viewing the course before the Start date and after the End date by ticking the appropriate boxes.

End

Aug 1, 2024 12:00am

Local: Aug 1, 2024 12:00am

Course: Aug 1, 2024 12:00am

! Course participation is set to expire at midnight, so the previous day is the last day this course will be active.

Restrict students from viewing course before course start date

Restrict students from viewing course after course end date

When availability and viewing settings are established as desired, scroll down and click the **Update Course Settings** button.

Publishing a Course

In Canvas, instructors can **Publish** or make the course visible to students in any of three places.

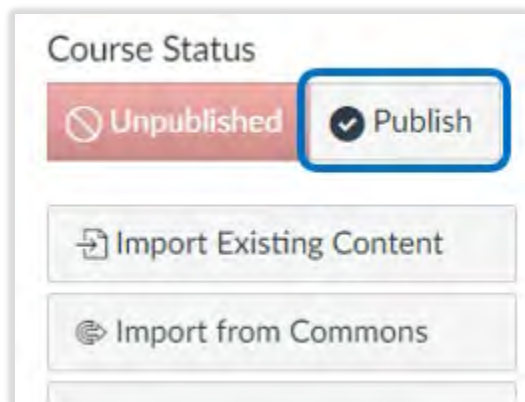
On the Instructor's Dashboard

Under the **Unpublished Courses** list on the **Dashboard**, simply click the **Publish** button on a course card. The button will then disappear and the course will be moved to the **Published Courses** list.



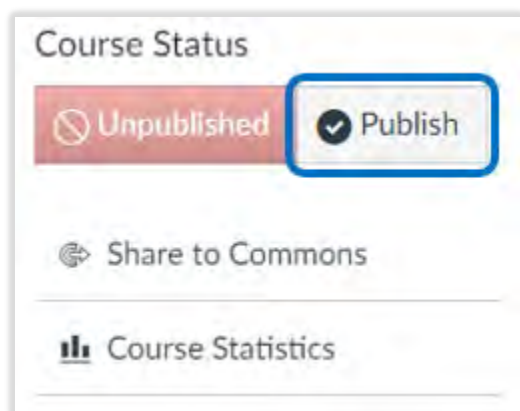
On the Course Homepage

On the upper-right, locate the **Course Status**. Click the **Publish** button, which will then turn green.



On the Course Settings Page

Click on the **Settings** link in the Course Navigation Menu. On the upper-right of the Settings page, locate the **Course Status**. Click the **Publish** button, which will then turn green.



Important Notes about Published Canvas Courses

1. Courses can be Published before the course's designated Start date. Unless the instructor has restricted student viewing, the students will be able to see and navigate the course, but they will not be able to submit work until the actual course Start date.
2. When a course reaches the designated End date, the course is automatically moved to "read only" status.
3. Once students have submitted work, a course cannot be **Unpublished**.
4. Canvas automatically removes Published courses from view after a designated time. They are viewable to instructors by clicking on **All Courses** in their **Courses** menu drawer, available in the Global Navigation Bar.

If you need assistance, please contact eLearning at elearning@umwestern.edu.