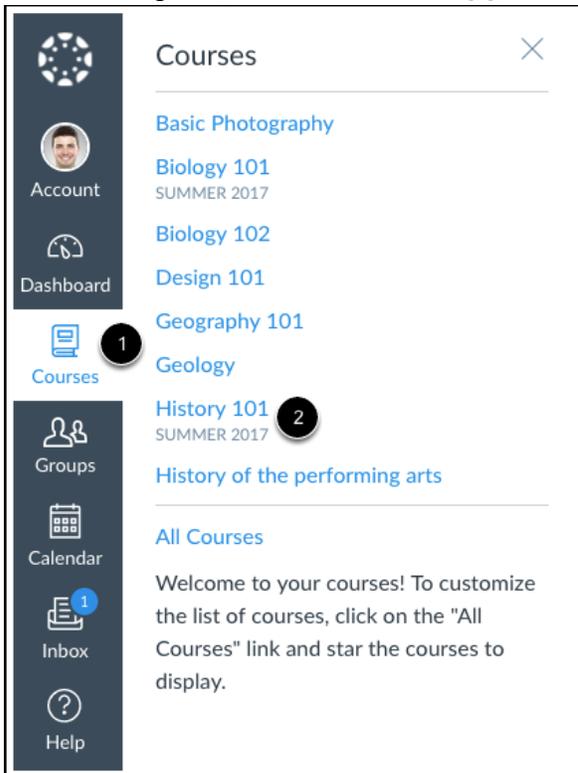# How to Publish a course - Canvas Guide

How to Publish a Course

- Access online at canvas.csub.edu
- Use CSUB credentials for login
- In Global Navigation, click the **Courses** link [1], then click the name of the course [2]

-
- In the sidebar click the **Publish** button
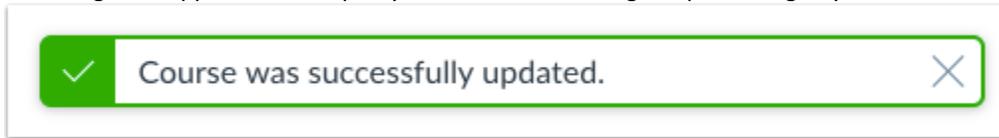- **Note:** On smaller screens, the Sidebar displays beneath the Course Home Page content.

-

How to Publish a Course continued

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

✓ Course was successfully updated. ✕

-

How to Unpublish a course

- If you need to unpublish your course, click the Unpublish button in the sidebar. Students who already received course invitations will not be able to access your course.
- Once your course contains a graded submission, you can no longer unpublish your course.

Course Status
⊘ Unpublish   ✓ Published
⊕ Choose Home Page
📢 New Announcement
📊 View Course Analytics
Coming Up   📅 View Calendar
Nothing for the next week

-
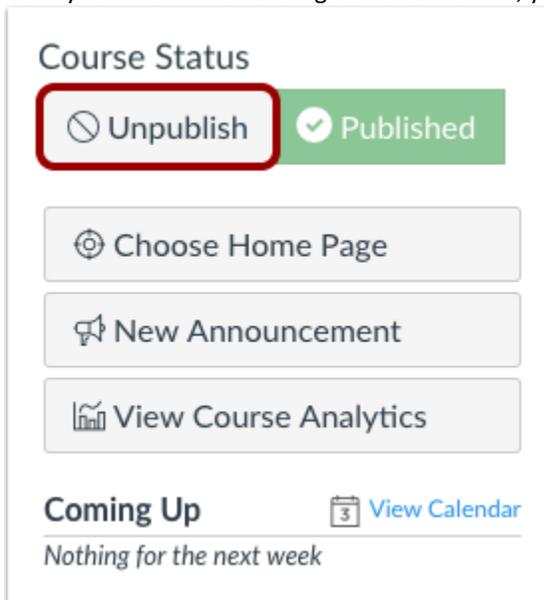
Related Articles and Reference

- **Canvas: How to Publish a course**

For any questions or issues regarding Box, please contact the CSUB Service Center
- 661-654-HELP
- ServiceCenter@csub.edu