Quick Guide: How to Publish a Course Space

New course spaces start in an “unpublished” state to which only instructors, teaching assistants and designers have access. You can add and organize content to an unpublished course space without students being able to see it; however you will not be able to interact with your students via the inbox conversation tool until you “publish”.

Published courses appear as blue links in the Courses menu, while the links for courses that are not published (Future Enrollments) are grey.

Publishing a Course

1. If you have not closed the Next Steps wizard at the bottom of the screen, you can easily publish from there. Click on Publish Course at the bottom of the Next Steps menu.

2. If you have closed the Next Steps wizard, you can launch it again by clicking on the Course Setup Checklist button from the homepage.
3. After publishing your course, you will be able to communicate with students using the conversations tool.