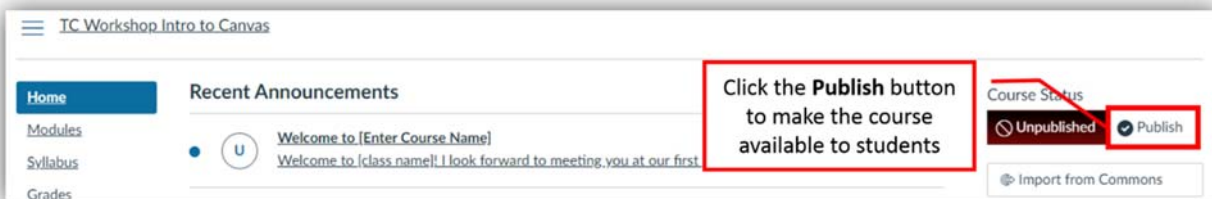


CANVAS: OPEN A COURSE EARLY

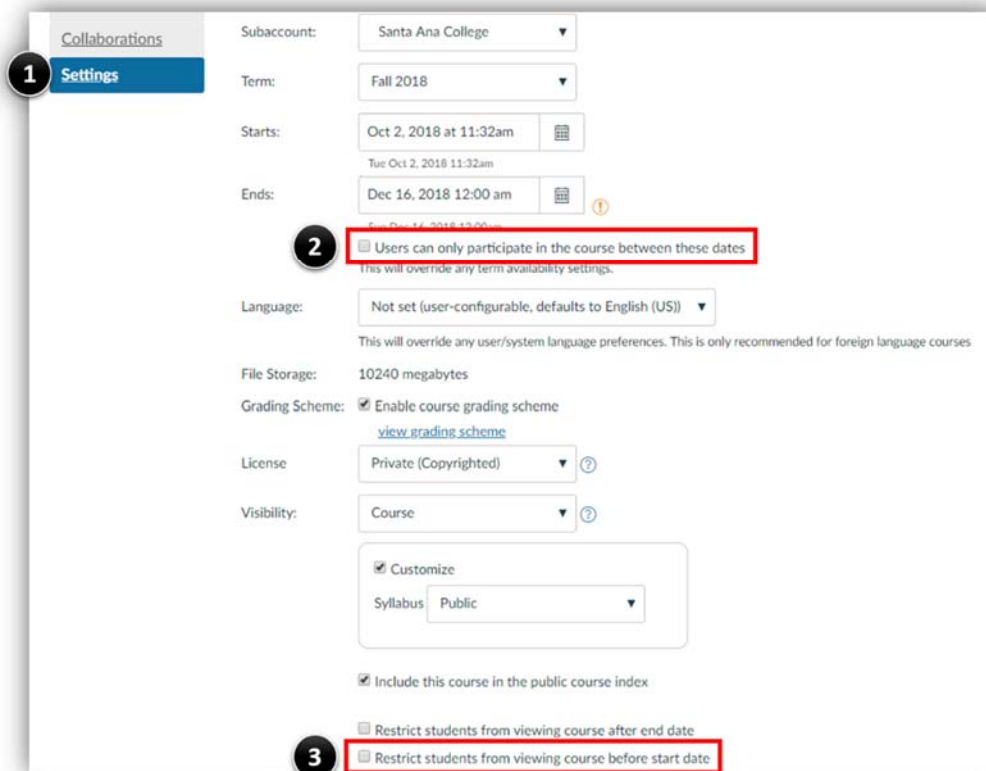
Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

HOW TO OPEN A CANVAS COURSE EARLY

Instructors can easily open a Canvas course early for student participation. Once a course is ready for students, click the **Publish** button located in the upper right of the Canvas Course Home Page.



Once the course is published, it will appear on the student’s course listing. Instructors will then need to verify the Canvas Course Settings to ensure that students will be able to participate in the class.



1. Click the **Settings** link on the Course Navigation Menu.
2. Ensure that the checkbox for “Users can only participate in the course between these dates” is not selected.
3. Verify that the checkbox for “Restrict students from viewing the course before the start date” is not selected.
4. Click the **Update Course Details** button at the bottom of the page to save the setting changes.