



PROVIDENCE
COLLEGE

Publishing a Sakai Site

<http://Sakai.Providence.edu>

SakaiHelp@Providence.edu

www.Providence.edu/ITDP

Publishing Your Course:

Students will not be able to see your course site until you publish it. To publish a course you simply have to click the button at the top of the screen that says, "Publish Now".

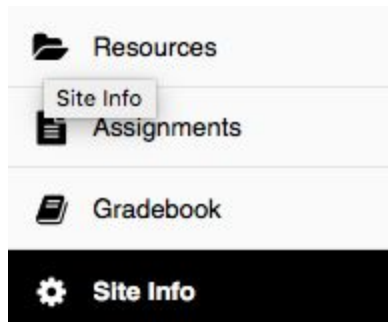
☰ OVERVIEW

Unpublished Site  Publish Now

Unpublishing Your Course:

If you accidentally published your course and still have work you would like to do before students can see the site, you can unpublish the course by following these steps:

1. Go to the course site, and in the left hand menu click on the tool labeled "Site Info".



2. From the tabs at the top of the screen, click on the one called “Manage Access”.



3. Under “Site Status” click off “Leave as Draft”. Then click “Update” and the site will no longer be published, and the “Publish Now” button will reappear at the top of the Sakai site.

SITE INFO

Change Access for **Test Site**

Site Status

Publishing your site makes it available to the site participants.

- Publish site - accessible to all site participants
- Leave as Draft - accessible only to site maintainers

Site Visibility

Draft site can only be accessible by site maintainers

Global Access

Site Access: Site participants only

