

Publishing a course and entering student view on Canvas

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Step1: Make sure that you are publishing the contents for students.

Find your course on the **Canvas Courses** at **canvas.pratt.edu**. Once you are ready for contents for students, make sure that you push the Publish button.

The screenshot displays the Canvas LMS interface for a course titled "Demo-SP23-march". The left sidebar contains navigation icons for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, History, Studio, Commons, and Help. The main content area shows the course syllabus, which is currently in an "Unpublished" state. The syllabus content includes:

- COURSE SYLLABUS**
- I. BASIC COURSE INFORMATION**
 - Course Title: Games/Simulation/Performance
 - Course No.: HMS-331C-01/HMS-631S-02
 - Course Section: HMS-331C-01/HMS-631S-02
 - School: SLAS
 - Department: HMS
 - Program:
 - Days: Wednesdays
 - Time: 5:00-7:50pm
 - Place of class meetings: HHN 205
 - Credit hours: 3
 - Course Coordinator or Chairperson (where applicable): Gina Marchetti
 - Prerequisite courses/skills/other restrictions: n/a
- II. INSTRUCTOR CONTACT INFORMATION**
 - Name: Holly Adams
 - Academic Title: Visiting Instructor
 - Office Location: Brooklyn Library 2nd Floor

On the right side of the interface, there is a "Course Status" section with a "Publish" button. Below it are buttons for "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "New Analytics", and "View Course Notifications". At the bottom right, a calendar for March 2023 is visible, with the date 2023-03-08 14:50:03 displayed.

Step2: When it turns green, it means that it's published

When you push the publish button, it turns green and students can see this course.

The screenshot shows a course management interface for 'Demo-SP23-march'. The main content area displays a PDF preview of the syllabus. The syllabus is titled 'COURSE SYLLABUS' and is divided into two sections: 'I. BASIC COURSE INFORMATION' and 'II. INSTRUCTOR CONTACT INFORMATION'. The 'Published' status is highlighted with a red circle in the 'Course Status' section on the right. The interface includes a sidebar with navigation options, a top navigation bar, and a right sidebar with course management tools.

Course Status

- Unpublish
- Published**

COURSE SYLLABUS

I. BASIC COURSE INFORMATION

Course Title: Games/Simulation/Performance
Course No.: HMS-331C-01/HMS-631S-02 Course Section: HMS-331C-01/HMS-631S-02
School: SLAS Department: HMS Program:
Days: Wednesdays Time: 5:00-7:50pm Place of class meetings: HHN 205
Credit hours: 3
Course Coordinator or Chairperson (where applicable): Gina Marchetti
Prerequisite courses/skills/other restrictions: n/a

II. INSTRUCTOR CONTACT INFORMATION

Name: Holly Adams Academic Title: Visiting Instructor
Office Location: Brooklyn Library 2nd Floor

Course assignments are not weighted.
2023-03-08 14:50:18

Step3: Student View

You can check and see if students can see particular things that you've uploaded by clicking on this button **'Student View'**.

The screenshot shows the Blackboard interface for a course titled "Demo-SP23-march". The "Student View" button is circled in red in the top right corner. The main content area displays a PDF document titled "GSP-FA22-syllabus.pdf" with a "Minimize File Preview" link. The syllabus content is visible, including sections for "BASIC COURSE INFORMATION" and "INSTRUCTOR CONTACT INFORMATION". The right sidebar contains various course management options like "Unpublish", "Published", "Import Existing Content", and "View Course Stream". A calendar for March 2023 is also visible.

Once you are in the Student view, you can see the Magenta box surrounding the screen. Those other options are grayed out, they don't have access to setting, attendance or anything like that.

This screenshot shows the Blackboard interface with a magenta box highlighting the "Student View" button in the top right corner. The main content area displays the same PDF document as the previous screenshot. The right sidebar contains various course management options, but many are grayed out. A magenta banner at the bottom of the screen reads: "63 You are currently logged into Student View". The date and time "2023-03-08 14:50:36" are displayed in the bottom right corner.

Step4: Leave Student View

To leave the student view, you can just go to the bottom right hand corner of the page, and just click on the **Leave Student View** button.

The screenshot shows a user interface for a course syllabus. The main content area displays the course title "Demo-SP23-march" and a PDF viewer for "GSP-FA22-syllabus.pdf". The PDF content includes:

COURSE SYLLABUS

I. BASIC COURSE INFORMATION

Course Title: Games/Simulation/Performance
Course No.: HMS-331C-01/HMS-631S-02 Course Section: HMS-331C-01/HMS-631S-02
School: SLAS Department: HMS Program:
Days: Wednesdays Time: 5:00-7:50pm Place of class meetings: HHN 205
Credit hours: 3
Course Coordinator or Chairperson (where applicable): Gina Marchetti
Prerequisite courses/skills/other restrictions: n/a

II. INSTRUCTOR CONTACT INFORMATION

At the bottom right of the page, there is a red circle around the "Leave Student View" button. The button is part of a row that also includes "Reset Student" and a timestamp "2023-03-08 14:50:36".

60 You are currently logged into Student View *Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.* 2023-03-08 14:50:36
Reset Student Leave Student View