Publish Your Course

1. Go to https://sakai.luc.edu/ and enter your Loyola username and password.
2. Select the course tab at the top of the screen that you want to publish.
3. Select the Publish Now button in the top left side of the course site home page.

Please Note: After the site has been published, you will no longer see the Publish Now button.
Unpublish Your Course

1. Select **Site Info** from the list of tools on the left-hand side.

2. Select **Manage Access** in the options at the top of this page.

3. Choose **Leave as Draft**.
4. Select **Update**.