

# Feature Options: Draft State

Published as part of the [03/22/14 Canvas Production Release Notes](#)

Originally introduced to Canvas in the [01/27/14 beta release](#)

Draft State allows content in Assignments, Quizzes, Discussions, Pages, and Modules to exist in an unpublished (draft) state. Unpublished content is invisible to students and excluded from grade calculations. Assignments, Quizzes, Discussions, Pages, and Modules have also been redesigned for better consistency in layout and functionality throughout Canvas. Most buttons also include hover text for accessibility and navigation.

## Enabling Draft State

Draft State is a course-level feature option, which means institutions can take full control of implementing Draft State on their own timetable by their institutional admin. Once Draft State is enabled by the admin, the feature can be accessed by instructors on a course-by-course basis.

Admins can enable Draft State in the Feature Options tab within Account Settings. Details about managing Feature Options can be found in the Canvas Guides:

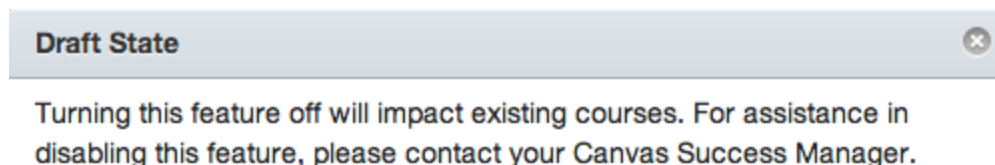
- Admin guide: [How do I manage new features for my institution?](#)
- Instructor guide: [How do I manage new features for my course?](#)

*If you are an instructor and do not see Draft State available to you in your production environment, please contact your institutional admin.*

## Draft State Warning Notifications

**Draft State affects nearly every part of Canvas and is *not* designed for toggle functionality.**

Once activated at the **account level**, Draft State cannot be turned off without the help of your institution's Customer Success Manager.



At the **course level**, turning off Draft State will impact existing courses; all content in the course will be published automatically. Additionally, disabling Draft State may create unintended consequences, such as inadvertently deleting or hiding newly created or edited content for students, instructors, or other user roles.

## Draft State ✕

Turning this feature off will publish ALL existing objects in the course.  
Please make sure all draft content is ready to be published and available to all users in the course before continuing.

## Student View

Draft State is designed specifically for instructors; students cannot see any of the actions involved with Draft State, such as published and unpublished cloud icons and setting icons. Students will only see published content items, which are posted in gray or blue text (depending on the content type).

## Modules

🏠 > BIO-101 > Modules

Module 1	
📄 Welcome	
🕒 Pre-Test	Feb 18

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Module 3	
📄 Cell Anatomy	
🕒 Genetics Quiz 1	Feb 28 5 pts
📄 Research Assignment	Mar 13 20 pts

## Discussions

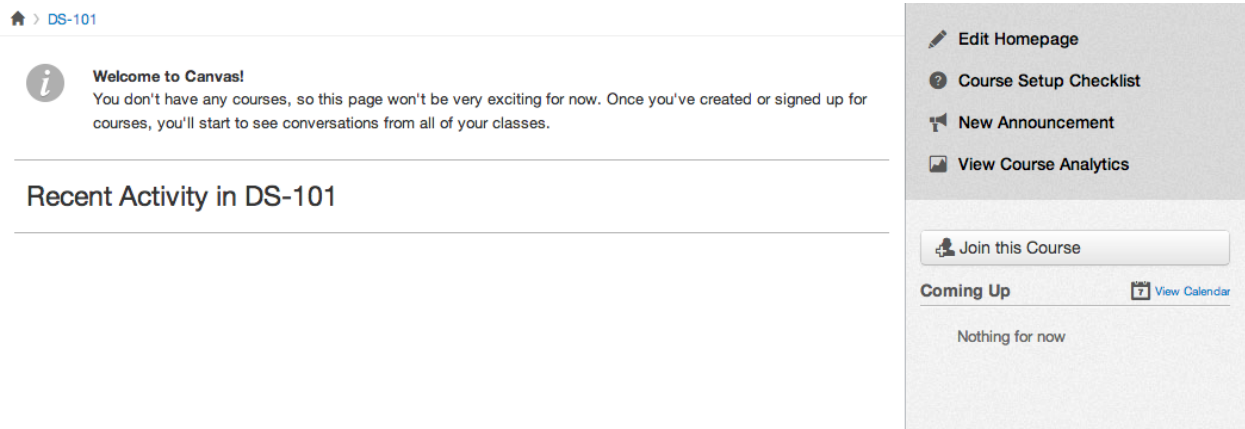
Pinned Discussions			
<b>Getting to Know You</b>	✓	1 6	
Last post Jul 12, 2013			

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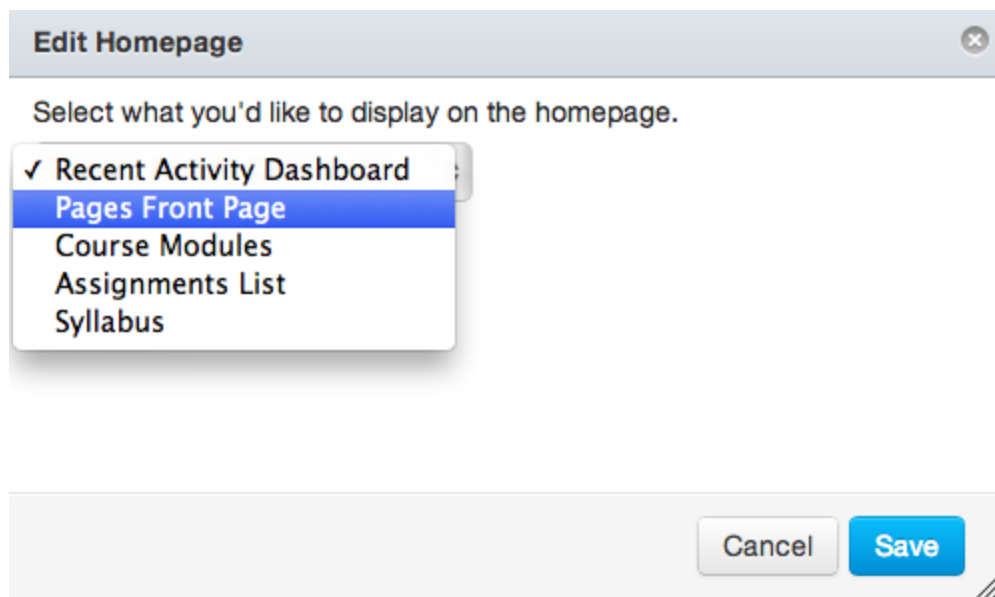
Discussions <span>Ordered by Recent Activity</span>			
<b>Favorite Presidents</b>	✓	0 7	
Last post Dec 31, 2013			
<b>PR Graded Discussion with Rubric</b>	✓	2 4	Due Feb 27 at 11:59pm
Last post Dec 4, 2013			
<b>Weekend activities</b>	✕	0 0	
Last post Aug 9, 2013			

## Draft State Course Homepage

Enabling Draft State creates a design change in the course home page sidebar. To change the home page layout, click the **Edit Homepage** link.



The option to select the front page for the course homepage has also changed. To select the front page, select the **Pages Front Page** option in the drop-down menu.



**Note:** When the Pages Front Page is selected as the homepage display, the Course Homepage will not update accordingly unless a Front Page is assigned in Pages. Please be aware that new courses created with Draft State no longer produce a default front page. Therefore, to select a Front Page, you will need to create a new page in Pages and associate it as the course Front Page. See the Pages section for more details.

## Draft State Assignments, Quizzes, and Discussions

The Index pages for Assignments, Quizzes, and Discussions are designed with global settings at the top of the page, followed by the individual groups or quiz types. Individual assignment items are nested within each group.

🏠 > DS-101

+ Group
+ Assignment
⚙️

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▶ Reading Assignments
25% of Total
1 Rule ▾
+
⚙️ ▾

---

▶ Quizzes
50% of Total
1 Rule ▾
+
⚙️ ▾

---

▼ Assignments
25% of Total
2 Rules ▾
+
⚙️ ▾

Assignment #1	Module 1 Module	Due Jan 13 at 11:59pm	10 pts	🟢	⚙️ ▾
Assignment #2	Module 2 Module	Due Jan 23 at 11:59pm	5 pts	🟢	⚙️ ▾
Assignment #3	Module 3 Module	Due Feb 3 at 11:59pm	15 pts	🟢	⚙️ ▾
Assignment #4		Due Feb 13 at 11:59pm	10 pts	🟢	⚙️ ▾
Assignment #5		Due Mar 5 at 11:59pm	10 pts	🟢	⚙️ ▾
Assignment #6		Due Mar 27 at 11:59pm	10 pts	🟢	⚙️ ▾

**Note:** In Assignments, the icons and links to the right of the assignment group control the entire assignment group.

25% of Total
1 Rule ▾
+
⚙️ ▾

Never drop Reading Assignment #6

Due Jan 13 at 11:59pm
10 pts
🟢
⚙️ ▾

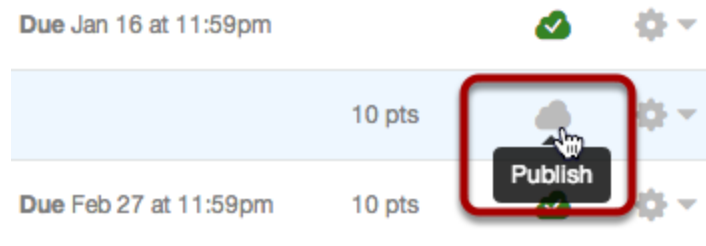
Due Jan 23 at 11:59pm
10 pts
🟢
⚙️ ▾

## Managing Assignments, Quizzes, and Discussions

On the Index page, instructors can view the state of each assignment. Green cloud icons with a white checkmark indicate the assignment is published [1]. Solid gray cloud icons indicate unpublished assignments [2].

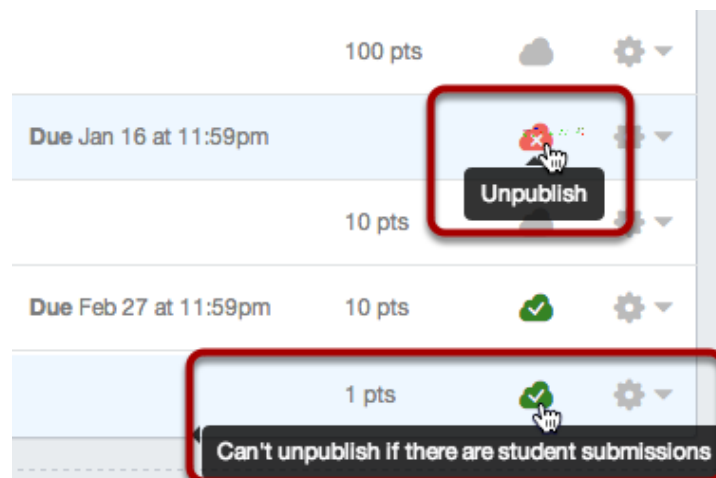
1 pt	4 Questions	✓	⚙
5 pts	1 Question	1 ✓	⚙
1 pt	1 Question	2 ☁	⚙
6 pts	4 Questions	✓	⚙

You can change the state of the assignment by toggling the cloud icon. To publish an assignment, discussion, or quiz, click the unpublished icon next to the content item. The hover text will confirm you want to publish the item.



To unpublish an assignment, quiz, or discussion, hover over the published icon for the assignment and view its status. If the item can be unpublished, the hover text will confirm you want to Unpublish the item, and the cloud icon will change from gray to red.

**Note:** Assignments and quizzes that have submissions from students cannot be unpublished, and discussions that have replies from students cannot be unpublished. If you try to unpublish these types of assignments, the hover text will notify you accordingly.



When creating a new assignment, discussion, or quiz, pressing the Update Assignment button or Save button will place the assignment in an unpublished state. When you are ready to publish the assignment, press the Publish button. When the assignment is published, the gray cloud icon will change to green.

[Home](#) > [DS-101](#) > [Assignments](#) > [Reading Assignment #5](#)

## Reading Assignment #5

 Publish  Edit

No Content

[Home](#) > [DS-101](#) > [Assignments](#) > [Reading Assignment #5](#)

## Reading Assignment #5

 Published  Edit

No Content

**Note:** If you need to make changes to a quiz after it is published, your changes will be updated automatically. You do not need to republish the quiz as per the current functionality.

## Draft State Pages

In Course Navigation, clicking the Pages link in an existing course will open to the Front Page of your course.

When viewing an individual page, global actions appear above the page content. Additionally, the sidebar has also been removed so you have more space to view and edit your content. The Front page also includes a gray **Front Page** tag at the top of the page.

🏠 > DS-101 > Pages > Front Page

[View All Pages](#)

Front Page

[Published](#)

[Edit](#)



## Front Page

### Welcome!

Greetings fellow learners! You have enrolled in Documentation Sandbox for the Spring 2014 quarter.

#### Instructor Contact Information

- Name: Canvas Instructor
- Phone Number: 123-456-7890
- Email: canvasinstructor@awesomeschool.com
- Office: Panda Desk

**Note:** When Draft State is enabled and you create a new course, clicking the Pages link will open to the Pages Index. Draft State does not create any pages for new courses.

The Pages redesign also comes with a cleaner wiki Pages history. You can access the Pages history in the settings drop-down menu.

🏠 > DS-101 > Pages > Meet the Instructor > Revisions

## Greetings

Greetings fellow learners!

### REVISION HISTORY



**Jan 6 at 3:17pm** by Mr. Instructor

*Latest Revision*

**Nov 7, 2012 at 4pm** by Alli

[Restore this revision](#)

**Nov 7, 2012 at 4pm** by Alli

The **View All Pages** button opens the Pages Index, which is new to Canvas as part of the Draft State feature and displays all pages in your course. The Pages Index takes the place of the Pages sidebar on individual pages.

[+ Page](#)

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼	
Embedding Images	Jan 15, 2013	Feb 26, 2013 by Ople Griffith	✓ ⚙
Font Size and Paragraph RCE	Jul 24, 2013	Dec 31, 2013 by Mr. Instructor	✓ ⚙
Front Page <b>Front Page</b>	Nov 7, 2012	Jan 25, 2014 by Erin Hallmark	✓ ⚙
History of Surfing	Apr 11, 2013	Jan 24, 2014 by Erin Hallmark	☁ ⚙
How do I search the Canvas Guides?	Jan 7, 2013	Jan 25, 2014 by Erin Hallmark	☁ ⚙
Lesson 2	Nov 7, 2012	Jan 25, 2014 by Erin Hallmark	✓ ⚙
Math Editor	Apr 30, 2013	Apr 30, 2013 by Mr. Instructor	✓ ⚙
Meet the Instructor	Nov 7, 2012	Jan 6, 2014 by Mr. Instructor	✓ ⚙
RCE	Jul 29, 2013	Jul 29, 2013 by Erin Hallmark	✓ ⚙
Resources	Nov 7, 2012	Jan 25, 2014 by Erin Hallmark	✓ ⚙

Pages are arranged in alphabetical order, but you can search for pages using the page headings. Pages displays the page title, creation date, and last edit of each page in your course. You can view the pages within the Index in ascending or descending order by clicking the arrow next to the heading.

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼
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You can also set any page as your front page through the settings drop-down menu. Canvas will identify your front page with a gray **Front Page** tag. However, if a page has not been published, you cannot set it as your front page.

PAGE TITLE ▲	CREATION DATE ▼	LAST EDIT ▼	
Embedding Images	Jan 15, 2013	Feb 26, 2013 by Ople Griffith	✓ ⚙
Font Size and Paragraph RCE	Jul 24, 2013	Dec 31, 2013 by Mr. Instructor	✓ ⚙
Front Page <b>Front Page</b>	Nov 7, 2012	Jan 25, 2014 by Erin Hallmark	✓ ⚙
History of Surfing	Apr 11, 2013	Jan 24, 2014 by Erin Hallmark	☁ ⚙
How do I search the Canvas Guides?	Jan 7, 2013	Jan 25, 2014 by Erin Hallmark	☁ ⚙
Lesson 2	Nov 7, 2012	Jan 25, 2014 by Erin Hallmark	✓ ⚙
Math Editor	Apr 30, 2013	Apr 30, 2013 by Mr. Instructor	✓ ⚙
Meet the Instructor	Nov 7, 2012	Jan 6, 2014 by Mr. Instructor	✓ ⚙

## Managing Pages

Pages can be managed the same way as Assignments, Quizzes, and Discussions. When creating a new page, pressing the Save button will place the page in an unpublished state until you publish the page. Once the page is published, the gray cloud icon will change to green.



## Draft State Modules

Modules is designed with global settings at the top of the page followed by individual modules. Course content items are nested within each Module.

🏠 > DS-101 > Modules

View Progress Create a Module

Module 1			
Meet the Instructor	must view the page		✓ ⚙️
Reading Assignment #1	must submit the assignment	Jan 13 10 pts	✓ ⚙️
Embedding Images			☁️ ⚙️
Assignment #1	must submit the assignment	Jan 13 10 pts	✓ ⚙️
Module 1 Quiz	must score at least a 2	2 pts	✓ ⚙️

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Module 2			
Lesson 2	must view the page		☁️ ⚙️
Resources			☁️ ⚙️
Reading Assignment #2	must submit the assignment	Jan 23 10 pts	✓ ⚙️
Assignment #2	must submit the assignment	Jan 23 5 pts	✓ ⚙️
Module 2 Quiz	must score at least a 2	3 pts	✓ ⚙️

The Modules redesign also comes with a cleaner View Progress overview. Click the **View Progress** button and click the name of the student whose progress you would like to view.

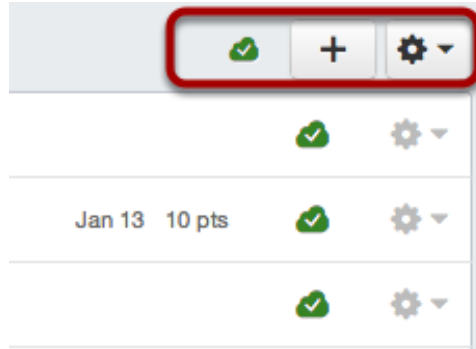
🏠 > DS-101 > Modules > Student Progress

Module Progress for **Max Johnson**

Module 1	In Progress Items to complete below
Embedding Images	
Module 1 Quiz	

STUDENT PROGRESS
Emily Boone
The Chief
Jessica Doe
<b>Max Johnson</b>
Bruce Jones

As with Assignment Groups, the icons on the right side of the module name control the entire module. You can add an item to the module and edit the module settings.



## Managing Modules

Modules unite all the content items within Canvas. As the purpose of modules is to display a group of content items, modules do not control each content item's published status.

When a module is published, the module is displayed to students. However, publishing an entire module does not automatically publish the items within the module. Unpublished items within the module will remain hidden.

**Note:** If a content item is published but locked until a specific date, the item will be viewable by students as part of the module but will be grayed out.

To unpublish a module, click the module's unpublished icon. When an entire module is unpublished, the module *and all its content items* are no longer displayed to students. Again, unpublishing a module does not unpublish the items within that module.

