Publish or Unpublish Your Site

Sakai sites are initially created in the “Unpublished” status since they have no content. You can tell when a site is unpublished as noted by the “! Unpublished Site” warning box in the upper left corner of the tool menu. Unpublished sites are not visible to users that have the role of “Student” for courses or the role of “access” for project sites; they do not appear on the user’s site tabs.

Once the sites are populated with content, the site maintainer can “Publish” the site to make it available to site members. Likewise, at the end of the semester or the end of a project the site maintainer can “Unpublish” the site so that it will no longer be available to site members.

Manage Access

a. Click on the Site Info tool on the left side of the screen in the tool menu.
b. Click on the Manage Access button at the top of the Site Info window.
c. Check the Publish site checkbox (or uncheck it to unpublish).
d. Click the Update button at the bottom of the Site Info window.

If you chose to publish your site, you’ll no longer see the “! Unpublished Site” warning box in the upper left corner of the tool menu.

For further assistance, contact the Digital Media Center at (253) 535-8728, visit the Sakai support site: http://www.plu.edu/~sakai or email sakai@plu.edu.