

From: [AS00](#) on behalf of [Academic Senate](#)
To: ["AS00@uci.edu"](mailto:AS00@uci.edu)
Subject: How to protect Canvas course content in Fall Quarter 2020
Date: Friday, September 25, 2020 1:00:37 PM
Attachments: [ATT00001.txt](#)

Dear Colleagues:

The default visibility on Fall 2020 Canvas course pages is *Institution View*. **This setting allows anyone in the campus community to view course content.** If you are using copyrighted material or wish to restrict access to students enrolled in the course for other reasons, you will need to change the setting to *Course View*.

How to restrict Canvas course content to enrolled students: Go to the course in Canvas using the standard instructor view. On the left-hand side of the page is a column of options. Select *Settings*, scroll down to *Visibility*, and change this option from *Institution* to *Course*.

If you need help with this or have other questions, please contact the Division of Teaching Excellence and Innovation at dtei@uci.edu.

Best wishes,

Jeffrey A. Barrett, Chair
Academic Senate, Irvine Division