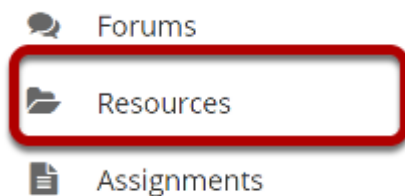


How do I make a file or folder publicly viewable?

Site owners can make a file or folder publicly viewable. This means that the file or folder can be viewed by anyone with the file or folder's URL, even if they're not members of the folder's original site. Some institutions also have a "Search Public Course and Project Sites" button on their gateway page that will allow publicly available files and folders to be searched and viewed.

Go to Resources.



Select the **Resources** tool from the Tool Menu of your site.

Click Actions, and then select Edit Details.

The screenshot shows a Sakai site interface with a table of resources. The table has columns for Title, Access, Created By, Modified, and Size. The first row is 'Discussion 1 SMPL101 Resources'. The second row is 'Syllabus and Guidelines', which is selected. The 'Actions' dropdown menu for this item is open, showing options like 'Add', 'Upload Files', 'Create Folders', 'Add Web Links (URLs)', 'Create Text Document', 'Create HTML Page', 'Create Citation List', 'Copy', 'Edit Details', 'Reorder', 'Compress to ZIP Archive', 'Move', 'Move to Trash', 'Edit Folder Permissions', and 'Make Web Content Link'. The 'Edit Details' option is highlighted with a red box. The 'Syllabus and Guidelines' item is also highlighted with a red box. The 'Actions' dropdown menu is also highlighted with a red box. The 'Syllabus and Guidelines' item is highlighted with a red box. The 'Syllabus and Guidelines' item is highlighted with a red box.

Title	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 16, 2020 10:01 pm	2 items
Websites	Entire site	Demo Instructor	Mar 16, 2020 5:08 pm	2 items

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To make a file or folder publicly viewable, to the right of the file or folder, from the **Actions** drop-down menu, select **Edit Details**.

This displays the Edit Details page for the item.

Make item public, and then select Update.

[Availability and Access](#)

Folders and their contents can be scheduled to be visible between certain dates only. Site administrators will always be able to see hidden items, even when they are hidden from other users.

☒ **Show this folder** ☐ From 03/17/2020 06:20 pm ☐ Until 03/24/2020 06:20 pm

☐ Hide this folder but allow access to its contents

☐ Hide this folder and its contents

Choose who can see this folder and its contents.

☒ **Only members of this site can see this folder and its contents.**

☒ **This folder and its contents are publicly viewable.**

☐ This folder and its contents are viewable by all logged in users.

[Folder Details](#)

[Optional Properties](#)

[Learning Object Metadata](#)

UPDATE Cancel

Under **Availability and Access**, select the radio button for **This folder and its contents are publicly viewable**, then click **Update**.

Note: This can be done with files as well.

The Resources item is designated as Public.

<input type="checkbox"/> Title ^	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
<input type="checkbox"/> Syllabus and Guidelines	Public	Demo Instructor	Mar 17, 2020 6:24 pm	3 items
<input type="checkbox"/> Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/> Reading 1	Entire site	Demo Instructor	Mar 16, 2020 10:01 pm	2 items
<input type="checkbox"/> Websites	Entire site	Demo Instructor	Mar 16, 2020 5:08 pm	2 items
Copy Content from My Other Sites				

Note: While the content can be viewed by those who are not members of the folder's originating site, the content cannot be searched for or viewed by those who are not logged into your institution's system.