# **Privacy and Site Visibility Settings**

As the owner of your Learning Portfolio site, you can determine the privacy (or the visibility to others) of your site. You can have it open to the world, open to invited guests, available with a password, etc.

In the beginning, when you are building your site, you may opt to keep it private, which is the default, but when you are ready to share work, you will need to alter some settings related to the visibility of your site to others.

You can control access to the entire Learning Portfolio or to specific sections. For example, you may choose to limit access to content that is under development and then share it with others when you are finished.

## Step 1

🔊 Appearance	Recently Published	See 3 more
Plugins	May 13th, 3:19 am May 13th, 3:17 am	Activating the Learning Portfolio Template 1. Creating Your Learning Portfolio
👗 Users	Compus Dross Nows	
L Settings	General	Updates May 7, 2014
Forums	Reading	pdates have been applied to all CampusPress y Email was updated to improve email
Subscriptions		h RSS feeds Flickr W In the Dashboard,
Collapse menu	Plog Avatar	to match new wor fix [] click "Settings" and
		Updates May 2, 20
	Google Analytics	pdates have been applied to all CampusPress

### Step 2 Select Site Visibility (or Privacy) setting Only administrators can visit - good for testing purposes before making it live.

Reading		
Discussion	Site Visibility	<ul> <li>Allow search engines to index this site</li> </ul>
Media		<ul> <li>Discourage search engines from indexing this site</li> </ul>
Blog Avatar		Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.
Admin Bar		○ Visitors must have a login - anyone that is a registered user of The New School Sites can gain access.
Google Analytics		Only registered users of this blogs can have access - anyone found under <u>Users &gt; All Users</u> can have access.
Notify for Review		
Subscribe to		<ul> <li>Only administrators can visit - good for testing purposes before making it live.</li> </ul>
Comments		O Anyone that visits must first provide this password:
A =		
Forums		ibility there are a number of outions. The
Subscriptions	in the Site vis	sibility there are a number of options. The
	default settin	g is that "Only Administrators" have access.

Allow search engines to index this site

Discourage search engines from indexing this site
 Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.
 Visitors must have a login - anyone that is a registered user of The New School Sites can gain access.
 Only registered users of this blogs can have access - anyone found under <u>Users > All Users</u> can have access.
 Only administrators can visit - good for testing purposes before making it live.
 Anyone that visits must first provide this password:
 Note: Anyone that is a registered user of this blog won't need this password.

# Selecting "Allow search engines to index the site" means that your site is fully public. And search engines, like google will include the contents in it's listings.

### Discourage search engines from indexing this site

- Allow search engines to index this site
- Oiscourage search engines from indexing this site

Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.

- O Visitors must have a login anyone that is a registered user of The New School Sites can gain access.
- Only registered users of this blogs can have access anyone found under <u>Users > All Users</u> can have access.
- Only administrators can visit good for testing purposes before making it live.
- O Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this blog won't need this password.

Selecting "Discourage search engines from indexing this site" will still make your site public, but will discourage search engines like google from including it in its listings.

### Visitors must have a login - anyone that is a registered user of The New School Sites can gain access

Allow search engines to index this site

Discourage search engines from indexing this site

Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.

• • • Visitors must have a login - anyone that is a registered user of The New School Sites can gain access.

- Only registered users of this blogs can have access anyone found under <u>Users > All Users</u> can have access.
- Only administrators can visit good for testing purposes before making it live.

O Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this blog won't need this password.

# Selecting "Visitors must have a log in" means that your site will be restricted only to New School users.

### Only registered users of this blogs can have access - anyone found under Users > All Users can have access

Allow search engines to index this site

Discourage search engines from indexing this site

Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.

- O Visitors must have a login anyone that is a registered user of The New School Sites can gain access.
- Only registered users of this blogs can have access anyone found under Users > All Users can have access.
  - Only administrators can visit good for testing purposes before making it live.

O Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this blog won't need this password.

Selecting "Only registered users" means that your site will be restricted only to people that you invite into your site. Invite users in the "Users" part of the dashboard.

### Anyone that visits must first provide this password:

Allow search engines to index this site

Discourage search engines from indexing this site

Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.

O Visitors must have a login - anyone that is a registered user of The New School Sites can gain access.

Only registered users of this blogs can have access - anyone found under <u>Users > All Users</u> can have access.

Only administrators can visit - good for testing purposes before making it live.

• Anyone that visits must first provide this password:

#### secretpassword

Note: Anyone that is a registered user of this blog won't need this password.

# Selecting "Anyone that visits must first provide this password" means that your site will be restricted only to people who can enter the password you have entered for the site

### Step 3

Reading		
Discussion	Site Visibility	<ul> <li>Allow search engines to index this site</li> </ul>
Media		<ul> <li>Discourage search engines from indexing this site</li> </ul>
Blog Avatar		Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.
Admin Bar		$\bigcirc$ Visitors must have a login - anyone that is a registered user of The New School Sites can gain access.
Google Analytics		Only registered users of this blogs can have access - anyone found under Users > All Users can have access.
Notify for Review		Only administrators can visit - good for testing purposes before making it live.
Subscribe to Comments		
		O Anyone that visits must first provide this password:
📣 Forums		
Subscriptions		Note: Anyone that is a registered user of this blog won't need this password.
Collapse menu	Save Changes	Click Save Changes when you are done