



How do I change the privacy settings for my ePortfolio site?

The privacy setting options allow you to manage your ePortfolio's visibility online. You can set the level of visibility depending on the audience that you are interested in reaching out to, whether that includes the general public or selected members of the Capilano University community.

Deciding on your ePortfolio's Privacy Settings

On WordPress Blogs, in the **Reading** section under **Settings**, there are six options to select from.

1. Allow search engines to index this site = *Make my ePortfolio searchable and visible to everyone via search engines such as Google and Bing.*
2. Discourage search engines from indexing this site = *Make my ePortfolio unsearchable, but still accessible to anyone.*
3. Visitors must have a login – anyone that is a registered user of Capilano University ePortfolio Sites can gain access = *Give all Capilano University ePortfolios users access to my ePortfolio.*
4. Only registered users of this blog can have access – anyone found under Users > All Users can have access = *Give access to anyone who I have added as a subscriber to my blog.*
5. Only administrators can visit – good for testing purposes before making it live = *Give access to anyone who I have added as an administrator to my blog.*
6. Anyone that visits must first provide this password = *Give access only to registered users of the blog, or those who have the password you set.*

Understanding the Different Levels of Visibility

Levels 1 and 2 make your site **public**. Anyone on the internet can view your ePortfolio, but choosing between the two dictates how users gain access: level 1 will allow a user to find your ePortfolio by using a search engine; level 2 will make your site unsearchable, but if a user knows the website address, they will have open access to it.

Levels 3, 4, 5 and 6 make your site **private**, to varying degrees.

If your ePortfolio is created through the Capilano University ePortfolios platform, this means that Capilano University ePortfolios is the 'network' for your site; thus, choosing level 3 allows anyone registered with Capilano University ePortfolios to access your ePortfolio. To make accessibility more selective, you can choose either level 4 or 5, which will grant only certain CapU accounts access to your site (for the former, subscribers, and the latter, administrators).

To set up these lists, you must go to Users > Add New, enter the email addresses of the users who need access (these addresses need to be connected to their CapU accounts), select their "Role" (either Subscriber or Administrator), and then send the invitations.

Note: making a user an administrator will give the user the ability to edit your ePortfolio in the same capacity as you. So, only use level 5 if the people who need access are the same who need to have full editing privileges to your site.

Selecting Your Site Visibility Settings

1. Go to My Sites > Locate your blog.
2. Click on "Dashboard".
3. Click on "Settings" and then select "Reading".
4. From here, click on one of the six options for controlling external access to your site, located under Site Visibility.



How do I change privacy setting for an individual page or post?

In addition to being able to control the visibility settings for your entire site, you also have the option of customizing privacy for individual pages or posts.

Pages and posts are set to "Public" by default, which corresponds to the level to which you have set your entire site. However, if you are creating a page or post that you would like to be more private than the rest of your site, you can do so by choosing either "Private" or "Password Protected".

"Private" hides the page completely from the user, while "Password Protected" prompts the user to enter a password when attempting to access the page. If you choose to make the page password-protected, you will be prompted to enter a password for the page.

Selecting Settings by Page or by Post

1. On the new or edit post page, look for the “Visibility” option in the Publish box on the upper right-hand side of the page.
2. Click “Edit,” select “Password protected” or “Private”.
3. Click “OK”.
4. Then click “Update” for the entire page or post.

