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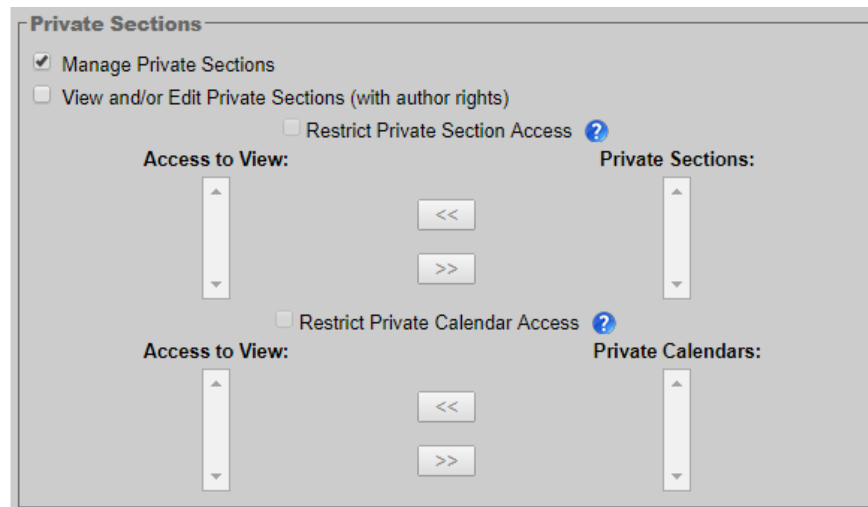
Private Sections and Private Calendars

Use Private Sections and Private Calendars to restrict access to information that is pertinent only to certain individuals or groups.

To Designate a Section or Calendar as Private

To designate a section or calendar as private, you must first have access rights to Private Sections.

- Select **Admin, Users** from the SOCS Toolbar. Search for your user profile and select it.
- Check the box for **Manage Private Sections** (this box will also allow you to mark a calendar as private).



- Select **Update User**.

To select Sections or Calendars to be private, choose **Admin, Private Sections** from the SOCS Toolbar.

- Select the **Private** box next to the section or calendar you wish to make private (all sub-sections under the private section will automatically be private).

Private Sections and Calendars

Sections

Private	Section	
<input type="checkbox"/>	District	Users
<input type="checkbox"/>	High School	Users
<input type="checkbox"/>	Middle School	Users
<input type="checkbox"/>	Elementary School	Users
<input checked="" type="checkbox"/>	Foundation Information	Users
<input checked="" type="checkbox"/>	Staff Only	Users
<input type="checkbox"/>	Resources	Users

Calendars

Private	Calendar	Contact	Email	Users
<input checked="" type="checkbox"/>	SOCS School Calendar	SOCS Support	SOCSSupport@fes.org	Users

If users who will have access to Private Sections or Calendars have already been added to your site you can select the **Users** link. Highlight the user(s) and select the << button to move them to Access to View. Shift/Click to select a group of users.

Sections

Private	Section	
<input type="checkbox"/>	Business/Industry	Users
<input checked="" type="checkbox"/>	District	<input type="checkbox"/> Section restricted to assigned users only ? <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Assigned Users (0)</p> <div style="border: 1px solid gray; height: 40px;"></div> </div> <div style="width: 45%;"> <p>Available Users (17)</p> <ul style="list-style-type: none"> Alpha, Fiona Beta, Carol Chi, Shen Delta, Arielle Epsilon, Daisy Gamma, Ray Iota, Juan Kappa, May </div> </div>
<input type="checkbox"/>	Elementary School	Users

Calendars

Private	Calendar	Contact	Email	Users
<input checked="" type="checkbox"/>	SOCS School Calendar	SOCS Support	SOCSSupport@fes.org	Users

Restrict User Access:

Checking this box will limit this private section to the list of users in **Access to view**. Leaving this box unchecked will allow access to the users in the **Access to View** box, and to any user with view private section/calendar access who does not have the **Restrict Private Section/Calendar Access** box checked.

Note: You can designate restricted access either by User or Section/Calendar.

The screenshot shows a web interface titled "Sections". It has a table with two columns: "Private" and "Section".

Private	Section
<input type="checkbox"/>	Business/Industry Users
<input checked="" type="checkbox"/>	District <input type="checkbox"/> Section restricted to assigned users only ? Assigned Users (2) Alpha, Fiona Beta, Carol Available Users (15) Chi, Shen Delta, Arielle Epsilon, Daisy Gamma, Ray Iota, Juan Kappa, May Lambda, Agnes Mu, Melody
<input type="checkbox"/>	Elementary School Users

- Select **Update All** to finish.

Adding Users for Private Sections and Private Calendars

- Select **Admin, Users** from the SOCS Toolbar.
- Check the box for **View and/or Edit Private Sections (with editor rights)**.
- Highlight the section(s) or calendar(s) the user should have access to and select the << button to move the section/calendar to the Access to View.

Note: A Person accessing the private section or calendar must be added as a User. To view a designated private section or calendar, you must be a Staff User for the SOCS site.

Restrict User Access:

Checking this box will limit this user to the list of private sections/calendars in **Access to view**.

Leaving this box unchecked will give access to the list of private sections/calendars in **Access to View** and to any private section/calendar that does not have the **Restrict User Access** box checked.

- Select **Update User**.
Note: You can designate restricted access either by User or Section/Calendar.

How to Access Private Sections and Calendars from the Public View

Private Sections and calendars appear to those who have access. Private Sections are accessed from the front page of the SOCS website. A **Login** appears in the Sign Up for News Updates area.

- To access the private section, user clicks on the **Login** and enters email and password



- The Private Section or Calendar now appears in the front-page navigation and the user can access the content.