

OSS Quick Guide: **Private vs Public**

In this guide, you will learn how to make your Class and Student Content posts private.

The screenshot illustrates the process of setting privacy for class and student content. It is divided into two main sections: 'Class Privacy' and 'Student Content'.

- Step 1:** In the left-hand navigation menu, the 'Class Privacy' option is highlighted with a red box and a circled '1'.
- Step 2:** The 'Class Content' section is shown, with a red box around it and a circled '2'. It lists content types: Posts, Pages, Syllabus, Immersive Posts, and Immersive Pages. Each has a 'Privacy Status' with 'Public' selected by default and 'Private' as an option.
- Step 3:** A red box highlights the 'Save' button at the bottom of the 'Class Content' section, with a circled '3'.
- Step 4:** The 'Student Content' section is shown, with a red box around it and a circled '4'. It lists class categories: Final Project, Process, and Research. Each has a 'Privacy Status' with 'Public' selected by default and 'Private' as an option.
- Step 5:** A red box highlights the 'Save' button at the bottom of the 'Student Content' section, with a circled '5'. A note below states: '*You cannot change the privacy settings of the student content once students have been enrolled into your class.'

Steps / Action Descriptions

1. Go to Dashboard, select the **CLASS PRIVACY**
2. Go to **CLASS CONTENT** to control the privacy of the Posts, Pages, Syllabi, Immersive Posts and Immersive Pages made on the class site.
3. Click on **SAVE** button to complete the process.
4. To control the privacy of the student posts, go to **STUDENT CONTENT** and toggling the privacy of the previously created Class Categories.
5. Once you have enabled the privacy settings please remember to click **SAVE** to save all changes.

NOTE:
PRIVACY OF THE STUDENT CONTENT MUST BE ENABLED BEFORE THE STUDENTS ARE ENROLLED IN THE CLASS.