

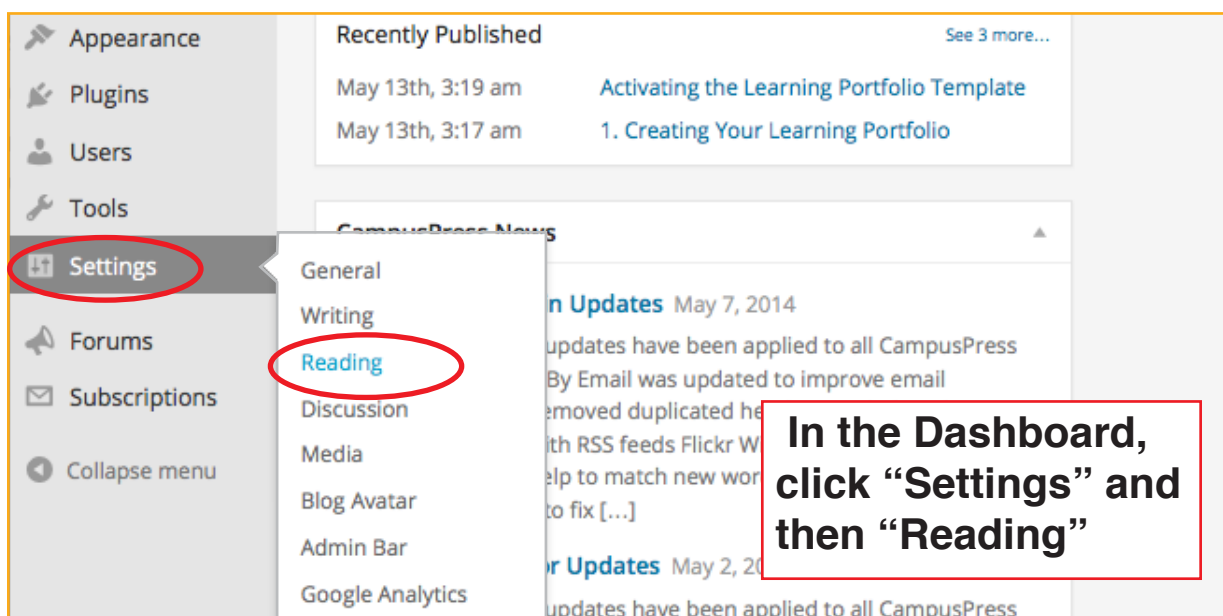
Privacy and Site Visibility Settings

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

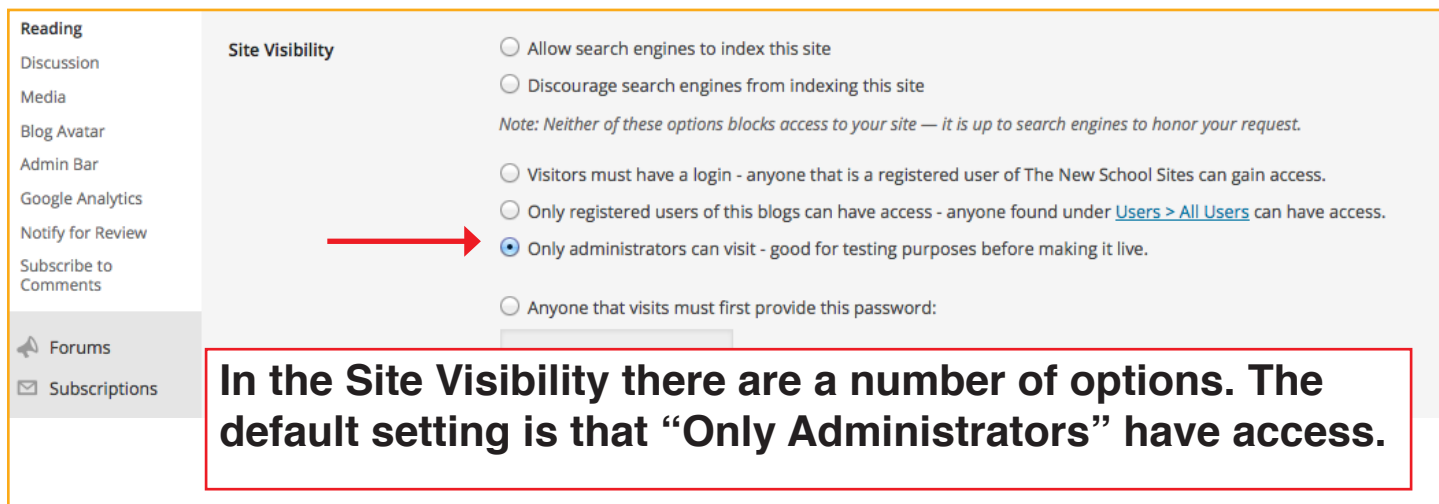


The screenshot shows the WordPress dashboard sidebar with the 'Settings' menu item circled in red. A dropdown menu is open from 'Settings', and the 'Reading' option is also circled in red. A text box on the right side of the screenshot contains the instruction: "In the Dashboard, click 'Settings' and then 'Reading'".

Step 2

Select Site Visibility (or Privacy) setting

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



The screenshot shows the 'Reading' settings page in WordPress. The 'Site Visibility' section is highlighted, and the option 'Only administrators can visit - good for testing purposes before making it live.' is selected with a radio button. A red arrow points to this selected option. A text box at the bottom of the screenshot contains the instruction: "In the Site Visibility there are a number of options. The default setting is that 'Only Administrators' have access."

Allow search engines to index this site

→ 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 [Users > All Users](#) 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

→ 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.

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Only registered users of this blogs can have access - anyone found under [Users > All Users](#) can have access.

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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.

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- Discourage search engines from indexing this site

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- 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.

- 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

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- 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.

- 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:

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- 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 [Users > All Users](#) 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
- Media
- Blog Avatar
- Admin Bar
- Google Analytics
- Notify for Review
- Subscribe to Comments
- Forums
- Subscriptions
- Collapse menu

Site Visibility

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

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- 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.
- Anyone that visits must first provide this password:

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

Save Changes

Click Save Changes when you are done

