

Private Sections and Private Calendars

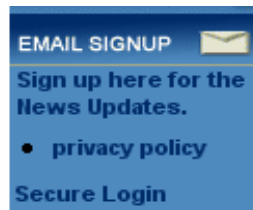
Use Private Sections and Private Calendars to restrict access to information that is pertinent only to certain individuals or groups. You can restrict user access, section or calendar access, or for the highest level of security, restrict both user and section or calendar access.

Unrestricted Access: “View” access allows views of any unrestricted private section/s or calendar/s

Restricted Access: User with restricted access can view only specific private section/s or calendar/s

How Private Sections and Private Calendars work:

- Private Sections and Calendars appear to those who have access
- General public will not see Private Sections or Calendars
- Private Sections are accessed from the front page of the SOCS website. A “secure login” appears in the Sign Up for News Updates area
- To access the private section, user clicks on the “Secure Login” and enters email and password



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

Access privileges necessary for Private Sections and Private Calendars

1. **Private Section “Manager” privilege:** Necessary to designate a section or calendar as private
2. **User Manager privilege:** Necessary to grant access to a private section or calendar
3. **Private Sections “View” privilege:** User (person accessing the private section) must be added to the SOCS system and have “View” access

Note: All access privileges are granted through the User Manager privilege

Private Sections

Manager

View

Cancel Delete User Update User

Designating a section or calendar as private

- Choose “Private Sections” from the Access Privilege on the left-hand-side of the Central Services page
- Check 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)
- Click “Update” at the bottom of the page to finish

Sections

Private	Section
<input type="checkbox"/>	High School
<input type="checkbox"/>	IEC Buy-Sell-Trade
<input checked="" type="checkbox"/>	Pegs Private Section
<input type="checkbox"/>	Middle School

Update

Calendars

Private	Calendar	Contact	Email
<input type="checkbox"/>	Clubs	Ms. Eggert	
<input type="checkbox"/>	District	Mr. Sykes	
<input checked="" type="checkbox"/>	District Training	Tim	
<input type="checkbox"/>	Elementary	Ms. Lang	

Update

Granting Unrestricted Access

Unrestricted Access: User with “View” access can view any unrestricted private section or calendar

Example: You have two Private Sections, District Staff and High School Staff. You want staff to be able to view the content in both the District Staff and the High School Staff private sections.

Note: You can designate unrestricted access either by User or Section.

Unrestricted User Access

1. Add/edit each user to have “View” rights
2. Click on “Users” for the Private Section
 - “Restrict Private Section Access” box is not checked
 - No sections or calendars are pulled over to the “Access to “View” area

Private Sections

Manage Private Sections

View and/or Edit Private Sections (with editor rights)

Restrict Private Section Access ?

Access to View:

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Private Sections:

District Staff
High School Staff
Middle School Staff
Elementary Staff
Board of Education

Restrict Private Calendar Access ?

Access to View:

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Private Calendars:

District
Peter's Test

Unrestricted Section or Calendar Access

- Check the Private box for the section/s or calendar/s
- Any user with “View” access is included in the list of Users and will be able to view content for all unrestricted Private Sections

Sections

Private	Section	Users
<input checked="" type="checkbox"/>	District Staff	Users
<input type="checkbox"/>	High School	Users
<input checked="" type="checkbox"/>	High School Staff	Users

Calendars

Private	Calendar	Contact	Email	Users
<input type="checkbox"/>	Clubs	Ms. Eggert		Users
<input checked="" type="checkbox"/>	District	Mr. Sykes		Users

Granting Restricted Access

Restricted Access: User with restricted access can view only specific private section/s or calendar/s

Example: You have two private sections, Staff and PTO. A parent is a Section Editor for the PTO section and needs rights to view and post content to that section. The parent should not be able to post or view content in the Staff section.

Restricted User Access:

- Choose “Users” from the Access Privileges on the left-hand-side of Central Services
- Add/edit user to have “View” rights
- Check the “Restrict Private Section Access” box
- Pull the section the user should have access to over to the “Access to “View” area

Private Sections

Manage Private Sections

View and/or Edit Private Sections (with editor rights)

Restrict Private Section Access ?

Access to View:

PTO

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Private Sections:

Staff
Community
Board of Education

Restrict Private Calendar Access ?

Access to View:

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Private Calendars:

District
High School

Update

Restricted Section or Calendar Access: Only **specific** users with “View” access can access content in the restricted section

Example: You have two Private Sections, Board and Staff. You want the Board section to be viewable by only the Board members but do not mind if the Staff section is viewable to both the Board members and the Staff

- Choose “Private Sections” from the Access Privileges on the left-hand-side of Central Services
- Check the Private box for the section
- Click on “Users” for the Private section or calendar
- Check the “Restrict User Access” box
- Pull the users who should have access to the section over to the “Access to View” area

High School Staff [Users](#)

Restrict User Access ?

Access to View:

Schaben, Dana
Relations, Client

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Users:

Assistant, Teacher
Reyes, Amanda
Schaben, Joyce
Schaben, Luke
Smith, Donna