

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 **Users** from the left-hand navigation of the Central Services. 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)

The screenshot displays the 'Private Sections' configuration window. At the top, there are three checkboxes: 'Manage Private Sections' (checked), 'View and/or Edit Private Sections (with editor rights)' (unchecked), and 'Restrict Private Section Access' (unchecked). Below these are two identical sections for 'Private Sections' and 'Private Calendars'. Each section has an 'Access to View' dropdown menu, a 'Restrict Private Section/Calendar Access' checkbox, and a 'Private Sections/Calendars' dropdown menu. Navigation arrows (<< and >>) are located between the dropdown menus in each section.

- Select **Update User**

To select Sections or Calendars to be private, choose **Private Sections** from the left-hand side of the Central Services.

- 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

Update All

Sections

Private	Section	
<input checked="" type="checkbox"/>	Board Minutes	Users
<input type="checkbox"/>	Elementary	Users
<input type="checkbox"/>	School Forms	Users
<input type="checkbox"/>	SOCS Programming	Users
<input type="checkbox"/>	SOCS Support	Users
<input type="checkbox"/>	High School	Users
<input type="checkbox"/>	Resources	Users

Update All


Calendars

Private	Calendar	Contact	Email	Users
<input type="checkbox"/>	District	SOCS Support		Users
<input type="checkbox"/>	Elementary School	SOCS Support	socssupport@fes.org	Users
<input type="checkbox"/>	High School	SOCS Support		Users
<input type="checkbox"/>	Julie's Calendar	SOCS Support		Users
<input type="checkbox"/>	Junior High	SOCS Support		Users
<input checked="" type="checkbox"/>	Staff Calendar	SOCS Support	socssupport@fes.org	Users

Update All

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 checked="" type="checkbox"/>	Board Minutes	Users
	<input type="checkbox"/> Restrict User Access  Access to View: <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 10px;"> ↓ ↑ </div> <div style="margin-right: 10px;"> <input type="button" value="<<"/> <input type="button" value=">>"/> </div> <div style="border: 1px solid #ccc; padding: 2px;"> Users: Correspondent, SOCS Editor, SOCS Member, Board SectionEditor, SOCS Support, SOCS </div> </div>	
<input type="checkbox"/>	Elementary	Users
<input type="checkbox"/>	School Forms	Users
<input type="checkbox"/>	SOCS Programming	Users
<input type="checkbox"/>	SOCS Support	Users
<input type="checkbox"/>	High School	Users
<input type="checkbox"/>	Resources	Users

Update All

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.

Sections

Private	Section
<input checked="" type="checkbox"/>	Board Minutes Users <input checked="" type="checkbox"/> Restrict User Access ? Access to View: Support, SOCS SectionEditor, SOCS Member, Board Editor, SOCS Correspondent, SOCS Users: Jaeger, [] Klosterm, [] Steiner, [] Weakly, [] Clark, Ju []
<input type="checkbox"/>	Elementary Users
<input type="checkbox"/>	School Forms Users
<input type="checkbox"/>	SOCS Programming Users
<input type="checkbox"/>	SOCS Support Users
<input type="checkbox"/>	High School Users
<input type="checkbox"/>	Resources Users

- Select **Update All** to finish

Adding Users for Private Sections and Private Calendars

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.

- Select **Users** from the left-hand navigation of the Central Services.
- 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

Private Sections

Manage Private Sections

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

Restrict Private Section Access ?

Access to View:

Private Sections:

Board Minutes

Restrict Private Calendar Access ?

Access to View:

Private Calendars:

Staff Calendar

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.

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

- Select **Update User**.

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

Sign up for the News Update.

(enter email address) GO

[privacy policy](#) [more info](#)

[Login](#)

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