LEARNING OBJECTS

private journal

Quick Start Guide:
Managing Sharing for Private Journals

After creating a blog site, you can define who you want to grant blogging, editing, commenting, instructor entries, and tagging permissions.

You can group participants as authors and managers—granting each group discreet permissions. You can even rename the default permission sets, create new ones, and invite users outside your institution to participate.

The default setting for a blog site is "Share with the owner." Other options are:

- Share with everyone at the institution
- Share with specific users
- Share with members in a course
- Share with members of a group
- Share with members of an organization

Objectives:

In this scenario, you will:

- Navigate to the **Manage Sharing** page
- Define sharing permissions for authors and managers
- Define sharing permissions for users, and members of a course, group, and organization
- Invite an external user
- Assign editing, commenting, instructor entries, tagging, and date restriction options
- Assign administrative access
- Add a permission set

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Navigation

When initially creating a private journal site, you are automatically taken to the **Manage Sharing** page. If you left this page or want to modify the sharing permissions, follow the navigation below.

1. Enter a private journal site.
2. Click the **Sharing** link in the **Actions** area.

Steps

Define Authors

1. In the Authors area, click the **Edit People** button.
2. Select **Everyone**, **Users**, **Courses**, **Groups**, or **Organizations**.

   If you selected **Everyone**:

   a. In the second column, select **Everyone in the world** or **Everyone** at the institution.
   b. Click the **Add** button.
   c. If done selecting everyone, click the **OK** button.

   If you selected **Users**:

   a. In the second column, select the user roles (e.g., All Administrators, All Faculty, All Staff, All Students).
   b. Click the **Add** button.
   c. If you want to include individual users, select a name and click the **Add** button.
      To locate a user quickly, type part of the name in the Find *field.*
      To select more than one user at a time, use the Control *or* Shift *keys when selecting the names and then click the* Add *button.*
   d. If done selecting users, click the **OK** button.

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Steps:

If you selected **Courses**:

a. In the second column, select a course (e.g., Applied Human Anatomy, English Online, Virtual Acoustics).
b. In the third column, select the course roles (e.g., Everyone, All Instructors, All Students).
c. Click the **Add** button.
d. If you want to include individual users, select a name and click the **Add** button.
e. If done selecting courses and individual users, click the **OK** button.

If you selected **Groups**:

a. In the second column, select a group (e.g., Agricultural Economics, Rhetoric and Composition, Soil Judging).
b. In the third column, select the group roles (e.g., Everyone, All Managers, All Members).
c. Click the **Add** button.
d. If you want to include individual users, select a name and click the **Add** button.
e. If done selecting groups and individual users, click the **OK** button.

If you selected **Organizations**:

a. In the second column, select an organization (e.g., Commentary on Art, Food Chemistry, Operations Strategy).
b. In the third column, select the organization roles (e.g., Everyone, All Leaders, All Members).
c. Click the **Add** button.
d. If you want to include individual users, select a name and click the **Add** button.
e. If done selecting organizations and individual users, click the **OK** button.

Invite an External User

a. Click the **Invite Person** button.
b. Enter the email address in the **Email address** field.
c. Enter text in the **Subject** field if applicable.
d. Enter text in the **Body** box if applicable.
e. Click the **Invite Person** button.
f. If done inviting external users, click the **OK** button.

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Steps:

3. Click the **Edit Permissions** button to change the default settings.
    a. Select the **Editing** options (e.g., Edit Blog – Own Entries).
    b. Select the **Commenting** options (e.g., View Comments, Make Comments).
    c. Select **Instructor Entries** option (e.g., View Instructor Entries).
    d. Select the **Tagging** option (e.g., Tag Items).
    e. If you want to make the permissions available for a specific timeframe for this permission set, select the appropriate **Date Restrictions Start** and **End** options.
    f. If done editing permissions for authors, click the **OK** button.
4. If done, click the **Save & Finish** button.

Define Managers

1. In the Managers area, click the **Edit People** button.
2. Select **Everyone**, **Users**, **Courses**, **Groups**, or **Organizations**.
3. Click the **Add** button.
4. If done selecting managers, click the **OK** button.
5. Click the **Edit Permissions** button to change the default settings.
    a. Modify the **Editing** and **Date Restrictions** options if applicable.
    b. Select the **Manage Blog** option to grant full administrative access.
    c. If done editing permissions for managers, click the **OK** button.
6. If done, click the **Save & Finish** button.

Add a Permission Set

1. To create another set of permissions to be applied to another group of users, click the **Add Permissions Set** button.
2. Enter the role name in the field.
3. Click the **OK** button.
4. Select **Everyone**, **Users**, **Courses**, **Groups**, or **Organizations**.
5. Click the **Add** button.
6. If done selecting people, click the **OK** button.
7. Select the **Editing**, **Commenting**, **Instructor Entries**, **Tagging**, and **Date Restrictions** options.
8. Select the **Manage Blog** option to grant full administrative access if applicable.
9. Select the **View All Entries** option if applicable.
10. If done selecting permissions for this role, click the **OK** button.
11. If done, click the **Save & Finish** button.