

Your Site Privacy

Create@USQ User Guide

Last Updated: March 2023



University of
**Southern
Queensland**





Considering Site Privacy

Considering the privacy settings for your Create@UniSQ site is important, as they control who can access your pages and posts.

There are many benefits to publishing content publicly, including:

- Collaboration: Opportunities to connect with other learners and share knowledge
- Networking: Opportunities to connect with potential employers and professional colleagues
- Profile Building: Opportunities to build your profile, demonstrate your knowledge and expertise and and raise your reputation in your chosen field.

And there are many benefits to keeping content private, including:

- Protecting posts or pages that include personal information about you or others that should only be shared selectively.
- Learning how to use the platform without the pressure of a public audience.
- Intellectual property and copyright issues for some content.

You should carefully consider which settings are best for you.



Privacy Options - Public

There are two Public Privacy Options available on Create@UniSQ:

- **Allow search engines to index this site:** Allows anyone to read the content of your Create@UniSQ Site and for your site to be indexed by search engines such as Google. This setting is useful if you'd like your site to be accessible to a broad audience.
- **Discourage search engines from indexing this site:** Allows anyone who knows your blog URL to read your blog content while blocking web crawlers so that your blog is not indexed by search engines such as Google. This option is handy if you want to keep your blog public so your content can easily be read, but limit it to only people who know your blog URL.
Note: This is not a secure setting, and depending on settings your site may still end up in some search results. Consider a private option if you would like something more secure.



Privacy Options - Private

There are two Private Privacy Options available on Create@UniSQ:

- **Visitors must have a login – anyone that is a registered user can gain access:** Allows anyone who is logged into their Create@UniSQ account to view your blog content. This means that any user with a UniSQ Student / Staff account who has registered for Create@UniSQ will be able to see your site. This is a great starting option while you're learning about the platform.
- **Only registered users of this blogs can have access – anyone found under Users > All Users can have access:** Use this privacy option if you only want people who have been specifically added as users to your blog to be able to view your blog content.
- **Anyone that visits must first provide this password:** Restricts who can read your blog content to only people who know the password. People visiting your Create@UniSQ Site will see a login box and can use the password you've provided to them to access.
- **Only administrators can visit:** This option is most commonly used if you want to restrict your blog to specific people until you are ready to make it a public blog.

Setting Your Privacy

By default, your new Create@UniSQ Site will usually be set to *'Discourage search engines from indexing this site'* or *'Visitors must have a login - anyone that is a registered user of University of Southern Queensland can gain access.'*

You can check your Site Privacy settings by going to: **Settings** > **Reading** in the menu on the left of the Dashboard.

The screenshot displays the WordPress dashboard's 'Reading' settings page. The left sidebar menu is visible, with 'Settings' and 'Reading' highlighted by yellow arrows. The main content area shows the following settings:

- Blog Pages Show At Most:** 10 posts
- Syndication Feeds Show The Most Recent:** 10 items
- For Each Post In A Feed, Include:** Excerpt (Selected), Full text
- Site Visibility:** Visitors must have a login - anyone that is a registered user of University of Southern Queensland can gain access. (Selected), Allow search engines to index this site, Discourage search engines from indexing this site

Additional text on the page includes: "Your theme determines how content is displayed in browsers. [Learn more about feeds.](#)" and "Note: Neither of these options blocks access to your site — it is up to search engines to honour your request." Below the Site Visibility options, there are two more options: "Only registered users of this site can have access - anyone found under [Users > All Users](#) can have access." and "Only administrators can visit - good for testing purposes before making it live." At the bottom, there is a "Save Changes" button and a note: "Note: Anyone that is a registered user of this blog won't need this password." The footer of the dashboard shows "Hosted by [CampusPress](#)."