

# Glow Blogs Privacy Settings

Glow blogs can be set to have three different privacy settings:

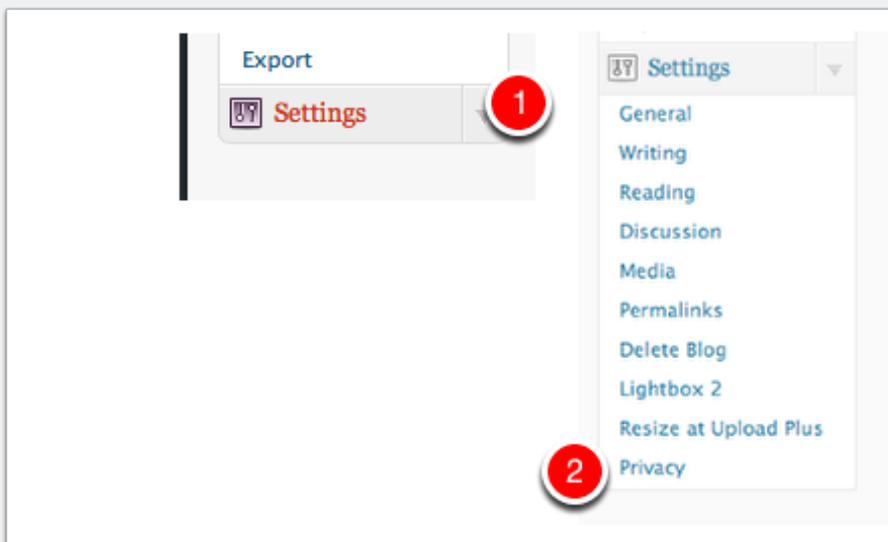
- **Private**, this is the default for newly created blogs, only members of the blog can view it.
- **Glow only**, these blogs can only be viewed by authenticated (logged on) glow users.
- **Public**, these blogs are open for anyone with an internet connection to view.

## Accessing the settings

After you log onto glow and visit the Dashboard of your blog the Settings menu is at the bottom of the left hand navigation menu.

If the Setting menu is collapsed you can expand it by clicking on the disclosure arrow [1]

Then Click Privacy [2]



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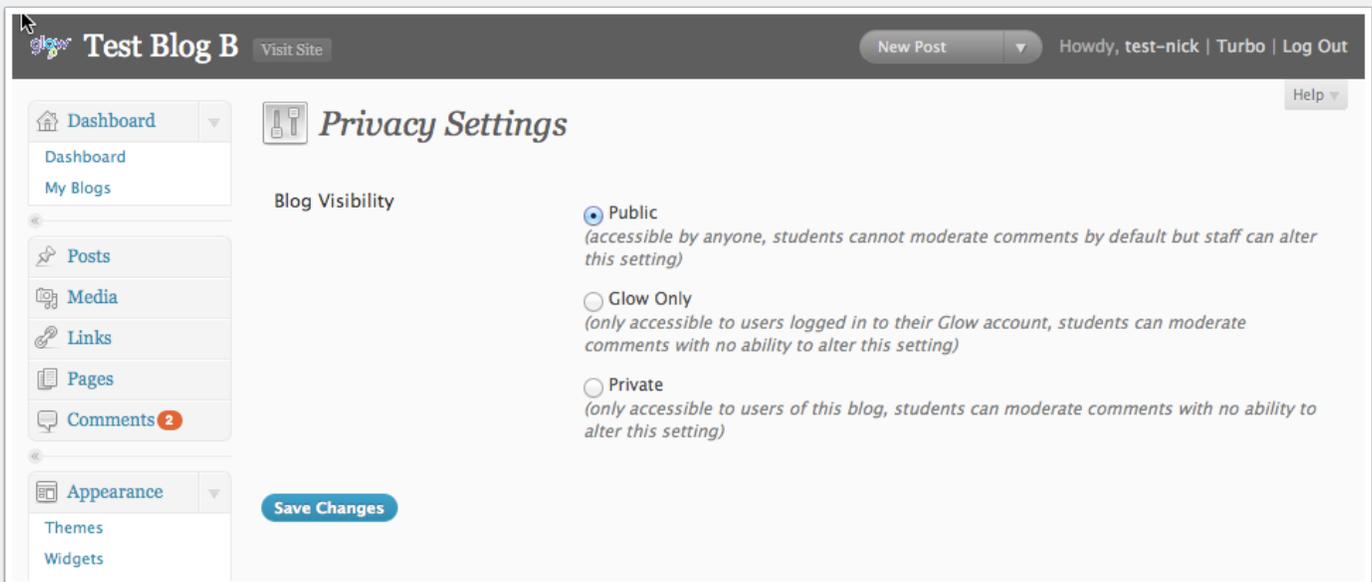
## Privacy Settings

The settings screen is very straightforward, you just choose the radio button for the setting you want and click Save Changes,

NB: Staff are the only user who will be able to make a blog public. Pupils cannot make a blog public.

If a pupil has a blog and want to make it public they would have to add a teacher to the blogs users with an Admin role.

A pupil can make a blog that they have an Admin role private or glow only. If they have a blog where a teacher has made the blog public they can make that blog private or glow only. They cannot revert it to public, they will again need a staff user to make the blog public again.



The screenshot shows the 'Privacy Settings' page for a blog titled 'Test Blog B'. The page is part of a dashboard with a sidebar on the left containing navigation links for Dashboard, Posts, Media, Links, Pages, Comments (with a notification badge), and Appearance. The main content area is titled 'Privacy Settings' and features a 'Blog Visibility' section with three radio button options: 'Public' (selected), 'Glow Only', and 'Private'. Each option includes a brief description of its accessibility. A 'Save Changes' button is located at the bottom of the settings area. The top of the page shows the blog name, a 'Visit Site' button, a 'New Post' button, and the user's name 'Howdy, test-nick | Turbo | Log Out'.