

Managing Content for Guests and Authenticated Users

1. Managing Viewable Data

- a. To allow anonymous access to an ANGEL site go to the Manage tab and click on General Group Settings
- b. Set the Guest Access to Anonymous
- c. Set Search Engines to Yes

2. Showing/Hiding Tabs

- a. Click on the Manage tab and choose Tab Settings
- b. Tabs you want visible should be open to “everyone”
 - i. Those you want for members only should be set to “members”
 - ii. Those you want to hide should be set to ‘course editors’

3. Settings for Individual Content Items

- a. All content added needs to have access changed to ‘everyone’
- b. Hover over the content item and choose Settings
- c. On the Access tab change the Viewable By menu to Everyone
- d. Changing a Folders settings to Viewable By Everyone and then checking Viewable By in the Cascade Settings section on the Access tab will cause all the settings to cascade” through all content added to the folder.

4. Using Teams for Access

- a. Create a team to give access to by clicking on the Manage tab and then clicking Teams
- b. Create a team and add users to the team
- c. To make a folder that’s viewable by only that team:
Hover over the folder and choose Settings, then select the Access tab
- d. Set the Viewable By menu to members
- e. Set the Team Access to Selected Teams and checkmark the appropriate team.
- f. Check “viewable by” in cascade settings so that all content added to this private folder is only visible by the team members. The access setting will “cascade” through all content added to the folder.