

Online Directory Privacy Settings

By default, the information that your users entered when creating their user account will appear in the online directory for other authorized users to see. This includes their name, address, home phone, cell phone, and email address. It also includes their students' names, grade levels, and teachers.

Users have the ability to remove specific bits of their own information from the online directory, so that it will be invisible to other users of the online directory. For example, a user could choose to remove his cell phone number from the online directory. His cell phone number would still appear in the reports on the Admin side of the website, and administrators would have access to it. But users who are browsing the online directory on the front end of the website would not be able to see his cell phone number. A user also has the ability to remove certain bits of information from any of his/her co-parents online directory entries.

To control the visibility of the information in the online directory, a user should:

1. Go to the online directory. (This will require him to sign in if he isn't already signed in.)
2. In the "Search by name" box, type his own name to search for himself.
3. He will see "eye" icons next to each piece of information in his own directory listing. For example,



NOTE: The information shown above is only available to authori

4. To hide a piece of information, just click on the eye next to it, and it will be hidden from all other users. For this user, it will still appear in his own listing, but with a strikeout through the text. For other users, that information will be completely hidden.

5. To re-show a piece of information, just click on the eye again, and it will now be again visible to other users.