

Restricting Pages



These instructions were created to assist students in EDUC203, but may work for other spaces. Not all users have permission to restrict pages within their spaces, please ask your space administrator if you require this right.

You can follow these instructions to prevent other people from editing your pages.

First, log in using the "Log In" button on the top right, then find the appropriate space:

Dashboard

Welcome to Wiki at UC

Confluence has just been upgraded to v4, you may find it useful to watch some of the new Editor videos:

<http://www.atlassian.com/software/confluence/whats-new/?tab=confluence-40>








































If you would like to create a new space, read [Requesting a Wiki Space](#).

Spaces

Pages

Network

Global Spaces

	Adobe Connect Information	
	BlueFern User Documentation	
	College of Engineering Software	
	Default Test Space	
	Educ201 Current Issues in Learning	
	EDUC203 Cultures, contexts and education learning space	
	Geographic Information Systems Group	
	Geography Department	
	Golden Key	
	ICTS IdMS Project	
	ICTS Linux Infrastructure	
	Library Wiki	
	LR Mac Support	
	Medical Physics Research	
	Medipix All Resolution System-CT Scanner Project	
	New Zealand South Asia Centre	
	PhD Supervision by Dr Vanessa Andreotti	
	Research & Teaching Support	
	School of Sciences and Physical Education	
	TE21: TLRI Project Group	

Showing 20 of 31 ([View All](#))

This will take you to the home page of the space you have selected.

Next, click the Add > Page button:

The screenshot shows the 'Home' page of a University of Canterbury space. At the top left is the University of Canterbury logo and the word 'Home'. To the right are 'Edit', 'Share', 'Add', and 'Tools' buttons. The 'Add' dropdown menu is open, showing options for 'Page', 'Comment', and 'Attachment'. Below the header, a message states: 'Added by Chris Rodd, last edited by Chris Rodd on Feb 08, 2012'. A description follows: 'This is the home of the EDUC203 Cultures, contexts and education learning space space. To help you on your way, we've inserted some of our favourite macros on this home page. As you start creating pages, adding news items and commenting you'll see the macros activity in your space.' A 'Recently Updated' section lists two items: 'Home' created by Chris Rodd on Feb 08, 2012, and 'EDUC203 Cultures, contexts and education learning space' created by Chris Rodd on Feb 08, 2012. A 'Navigate space' section includes a search bar and a 'Search' button. At the bottom left, there is a 'Labels: None' section and an 'Add Comment' button.

You are now editing a new page. You can add content, then click the "Unrestricted" button to add restrictions to the page:

The screenshot shows the page editing interface. At the top is a text input field labeled 'Your group name'. Below it is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), text color, background color, bulleted list, numbered list, link, table, insert, and undo/redo. The main text area contains the placeholder text 'Enter your text here, it can be edited later'. At the bottom of the editor is a row of buttons: 'Unrestricted', 'Attachments', 'Labels', and 'Location'. To the right are 'Preview >', 'Save', and 'Cancel' buttons. Below these buttons is a URL bar showing the page's URL and an 'Edit Page Restrictions' button.

This will bring up the page restrictions dialog.

The screenshot shows the 'Page Restrictions' dialog. At the top is a warning message: 'Be careful! Make sure you pick the "Restrict editing of this page" rather than viewing, or other students will not be able to comment on your page, and markers will not be able to view it to mark your work!'. Below this is a section for selecting restrictions. It has two radio buttons: 'Restrict viewing of this page' and 'Restrict editing of this page'. The 'Restrict editing of this page' option is selected. Below the radio buttons is a 'To:' section with three buttons: 'Me', 'Person...', and 'Group...'. The 'Person...' button is selected, and a dropdown menu is open showing a list of users. The first user is 'Dan Hawke' with the email 'dhaw022@au...'. The second user is 'Dan Hawke' with the email 'djh189@canter...'. The third user is 'Dan Hawke' with the email 'djh189@canter...'. A 'Restrict' button is to the right of the dropdown. Below the dropdown is a message: 'Users will not appear in this drop-down until they have logged in to the wiki for the first time. If you can find yourself, but cannot find other users in your group, please ask them to log in.'

The screenshot shows the 'Page Restrictions' dialog. At the top is the title 'Page Restrictions' and a 'Help' button. Below the title are two radio buttons: 'Restrict viewing of this page' and 'Restrict editing of this page'. The 'Restrict editing of this page' option is selected. Below the radio buttons is a 'To:' section with three buttons: 'Me', 'Person...', and 'Group...'. The 'Person...' button is selected, and a dropdown menu is open showing a list of users. The first user is 'Dan Hawke' with the email 'dhaw022@au...'. The second user is 'Dan Hawke' with the email 'djh189@canter...'. The third user is 'Dan Hawke' with the email 'djh189@canter...'. A 'Restrict' button is to the right of the dropdown. Below the dropdown is a message: 'No view restrictions are defined for this page' and 'No edit restrictions are defined for this page'.

Now you can Save your permissions, and then Save the page edit.

If you need to check or change your permissions later, you can click "Tools" then "Restrictions" while viewing your page:

