## Assignment: Working with Facebook Page Settings

For this assignment, you will edit setting on your business Facebook page. See the last page of the <u>Facebook Quick Start</u> document to find where to edit your page settings.

## Assignment

- 1. Change settings on your page as follows
  - o Allow others to tag photos on your page (in addition to the admins)
  - o allow only users in the USA to view your page
  - o set the following Page Info
    - Set appropriate Short Description and Long Description
    - add Products offered
    - Set other Page Info as necessary for your page
  - o allow everyone to post messages but do not let them add photos and videos
  - o block as much profanity as possible
  - o set your page so that if a person posts something with the words justin bieber, the message will be marked as spam :)
  - o allow only persons over 21 to view your page
- 2. Take a screenshot of the General setting page. Name it **yourname-facebooksettings.** It should look similar to this (except you will have the correct settings): (see next page)

	Conoral	Favorites	Page is not added to Favorites	Edit
Q	General	avontes	rage is not added to ravoites	Euit
<u>i</u> ll	Messaging	Page Visibility	Page unpublished	Edit
₽	Edit Page	Visitor Posts	Anyone can publish to the Page Anyone can add photos and videos to the Page	Edit
×	Post Attribution	Reviews	Reviews are turned off	Edit
0	Notifications	News Feed Audience and Visibility for Posts	The ability to narrow the potential audience for News Feed and limit visibility on your posts is turned off	Edit
1	Page Roles	Messages	People can contact my Page privately.	Edit
Ľ	People and Other Pages	Tagging Ability	Only people who help manage my Page can tag photos posted on it.	Edit
Ľ	Preferred Page Audience	Others Tagging this Page	People and other Pages can tag my Page.	Edit
-	Apps	Country Restrictions	Page is visible to everyone.	Edit
0	Partner Apps and Services	Age Restrictions	Page is shown to everyone.	Edit
(c)	Instagram Ads	Page Moderation	No words are being blocked from the Page.	Edit
*	Featured	Profanity Filter	Turned off	Edit
	Crossposting	Similar Page Suggestions	Choose whether your Page is recommended to others	Edit
		Post in Multiple Languages	Ability to write posts in multiple languages is turned off	Edit
153	Page Support Indox	Comment Ranking	Most recent comments are shown for my Page by default.	Edit
=	Activity Log	Content Distribution	Downloading to Facebook is allowed.	Edit
		Download Page	Download Page	Edit
		Merge Pages	Merge duplicate Pages	Edit
		Remove Page	Delete your Page	Edit

3. post another status update to your page. Take a screenshot of the page showing your post and name it **yourname-facebook post 2** 

Submit your Assignment: In Blackboard, submit the following:

- 1. clickable link to your business Facebook page
- 2. yourname-facebooksettings screenshot
- 3. yourname-facebook post 2 screenshot

**Note:** After the semester has ended, please delete your business Facebook page.