



WESTERN CAPE EDUCATION DEPARTMENT

DIRECTORATE: E-LEARNING

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**LEARNING IS OPEN**

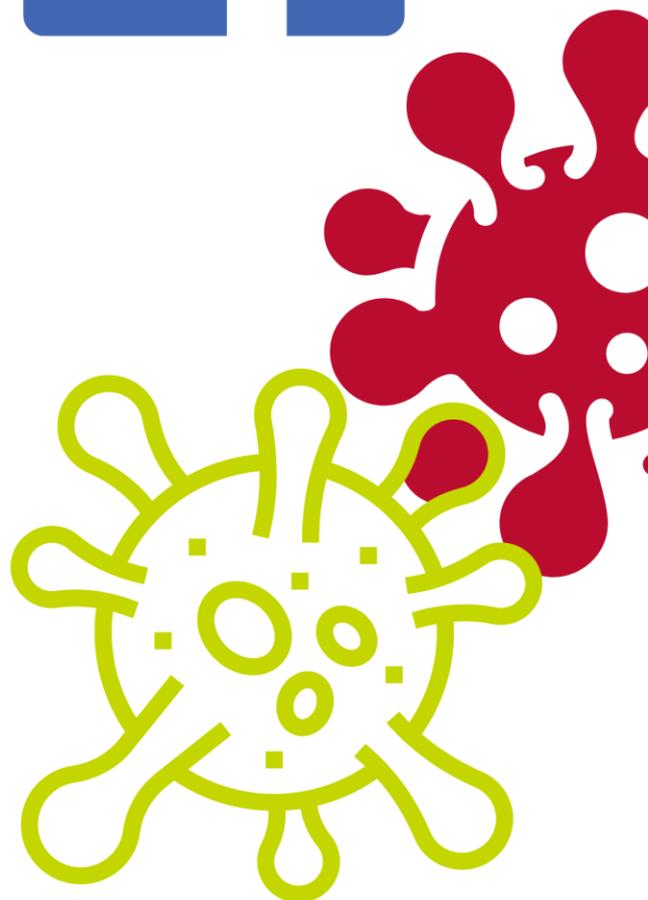
**HOW TO SET  
UP**

**FACEBOOK**

**FOR**

**TEACHING &**

**LEARNING**





## HOW TO SETUP FACEBOOK FOR TEACHING AND LEARNING

### What's the difference between a profile, Page and group on Facebook?



#### Profiles

A profile is a section on Facebook where you can share information about yourself, such as your interests, photos, videos, current city and so forth. To see your profile, click or tap your name or profile picture at the top of Facebook.

#### Pages

You must have a profile to create a Page or help manage one. Pages are used for specific purposes such as for educational purposes, for marketing and updates on businesses, public figures, brands, organizations and so forth. It is a place to connect with fans, customers, followers and in this case, learners and teachers. When someone likes or follows a Page on Facebook, they can start seeing updates from that Page in their News Feed.

#### Groups

You must have a profile to create a group or help manage one. Groups are a place to communicate about shared interests with certain people. You can create a group for anything — your family reunion, your after-work sports team, your book club — and customize the group's privacy settings depending on who you want to be able to join and see the group. When you join a group on Facebook, you start seeing content from that group in your News Feed.

### HOW TO CREATE A FACEBOOK PAGE:

#### Steps:

1. Go to [facebook.com/pages/create](https://facebook.com/pages/create)
2. Click to choose a **Page type**
3. Fill out the required information.
4. Click **Continue** and follow the **on-screen instructions**



## HOW TO CREATE A FACEBOOK GROUP:

### Steps:

1. Click **Create** in the top right of Facebook and select **Group**.
2. Enter your **group name**, add group members and then choose the **privacy option for your group**.
3. Click **Create**

### HOW DO I TURN ON MEMBERSHIP APPROVAL FOR A FACEBOOK GROUP I ADMIN?

If you're a **group admin**, you can choose to **turn on membership approval** for your group. This means **admins or moderators** will have to approve membership requests before someone can join the group.

#### To turn on membership approval:

1. From your **News Feed**, click **Groups** in the left menu and **select** your group.
2. Below your cover photo, click **More** then select **Edit Group Settings**.
3. Next to **Membership Approval**, select **Only admins and moderators**.
4. Click **Save** at the bottom.

### GROUP PRIVACY:

Group admins can choose to make their groups public or private.

- **Public**: anyone can see who's in the group and what they post.
- **Private**: only members can see who's in the group and what they post.

#### To change the privacy of a Facebook group:

1. From your **News Feed**, click **Groups** in the left menu and select your **group**.
2. Click **More** then select **Edit Group Settings**.
3. Scroll down to **Privacy** and click **Change Privacy Setting**.
4. Select **Public** or **Private** and then click **Confirm**.
5. Scroll down and click **Save**

For more assistance with Creating Facebook Groups and Pages, use the following link:

[https://bit.ly/fb\\_educhannelhelp](https://bit.ly/fb_educhannelhelp)

