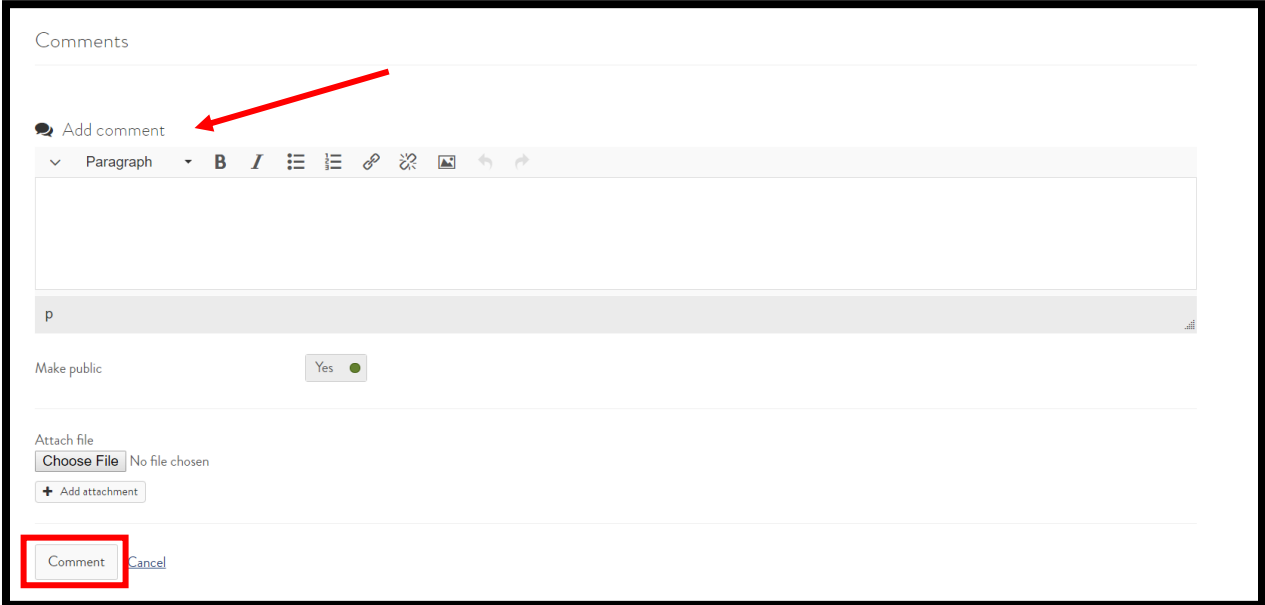


TUTORIAL

ADDING COMMENTS

This tutorial will show you how to add and receive comments on pages.

1. Go to the page where you wish to place feedback and **scroll to the bottom** to see the **Add Comment** section. Add your comments and click the **Comment** button to place your comment.



Comments

Add comment

Paragraph B I [List] [List] [Link] [Image] [Undo] [Redo]

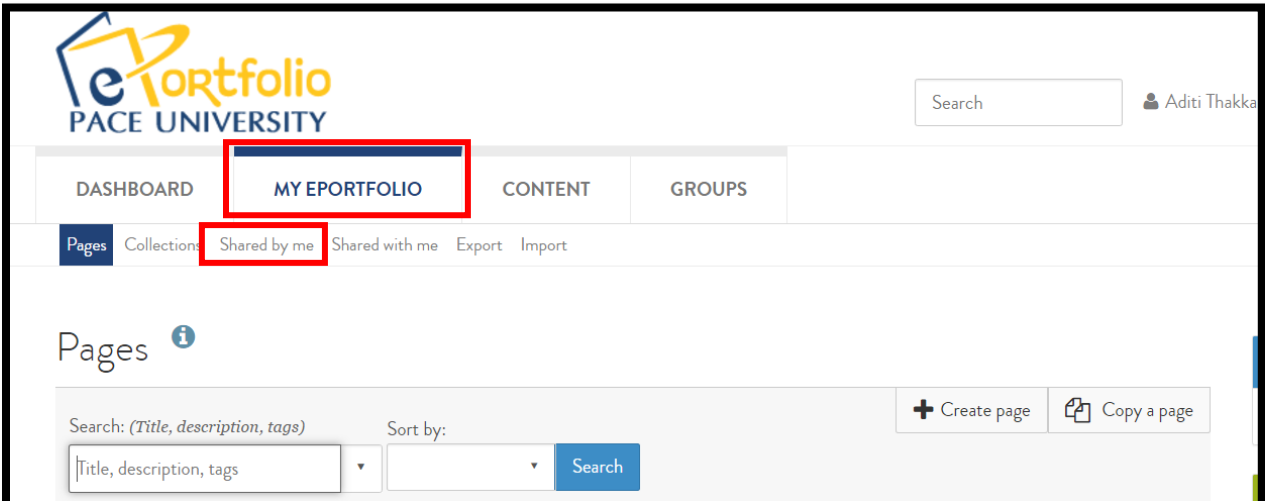
p

Make public Yes

Attach file
Choose File No file chosen
+ Add attachment

Comment Cancel

2. **To be able to receive comments**, make sure your **pages are set to allow comments**. To do this, go to **My ePortfolio** and click **Shared by me**.



ePortfolio
PACE UNIVERSITY

Search Aditi Thakka

DASHBOARD MY EPORTFOLIO CONTENT GROUPS

Pages Collections Shared by me Shared with me Export Import

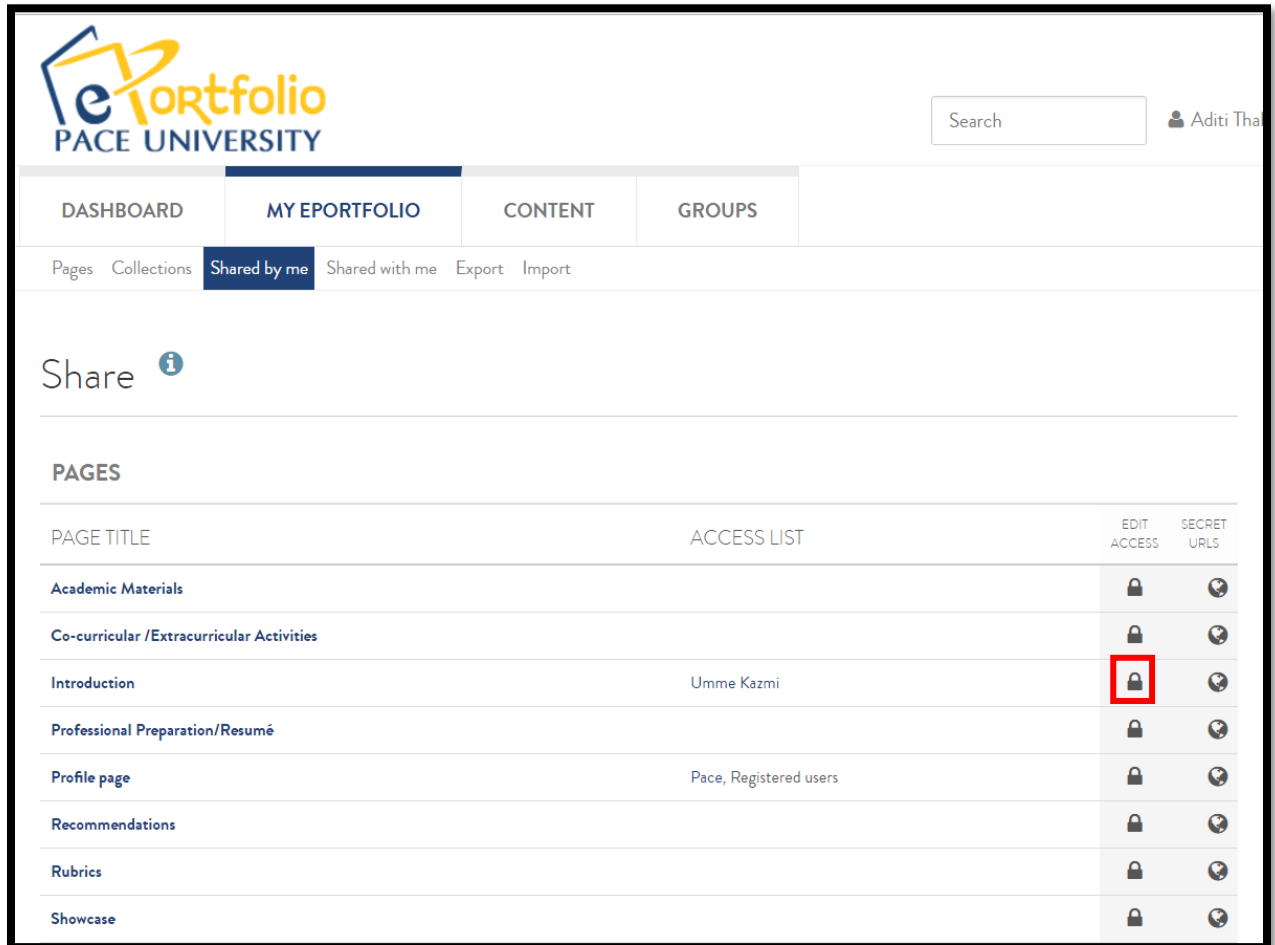
Pages

Search: (Title, description, tags) Sort by: + Create page Copy a page

|Title, description, tags Search

TUTORIAL

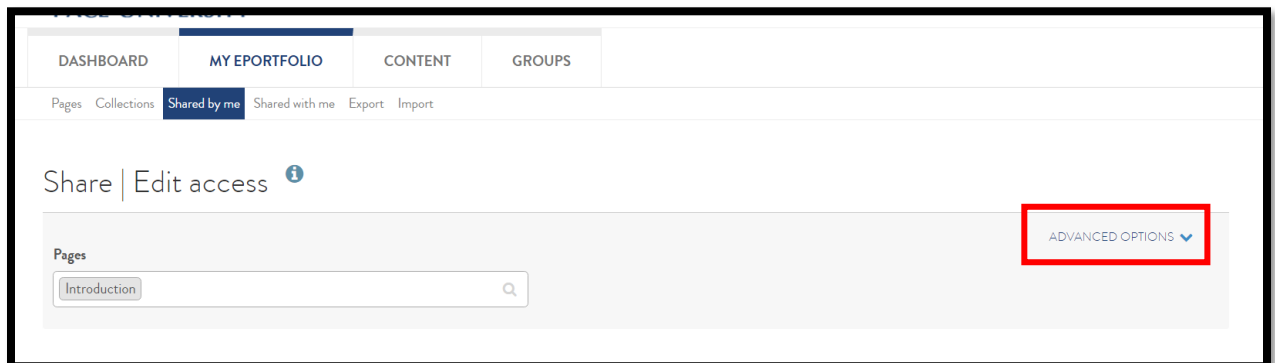
- Click the **Edit Access** button next to the page where you wish to receive feedback.



The screenshot shows the 'ePortfolio' interface for Pace University. The user is logged in as 'Aditi Tha'. The navigation menu includes 'DASHBOARD', 'MY EPORTFOLIO', 'CONTENT', and 'GROUPS'. Under 'MY EPORTFOLIO', there are sub-menus for 'Pages', 'Collections', 'Shared by me', 'Shared with me', 'Export', and 'Import'. The 'Share' section is active, displaying a table of pages with their access settings.

PAGE TITLE	ACCESS LIST	EDIT ACCESS	SECRET URLS
Academic Materials			
Co-curricular / Extracurricular Activities			
Introduction	Umme Kazmi		
Professional Preparation/Resumé			
Profile page	Pace, Registered users		
Recommendations			
Rubrics			
Showcase			

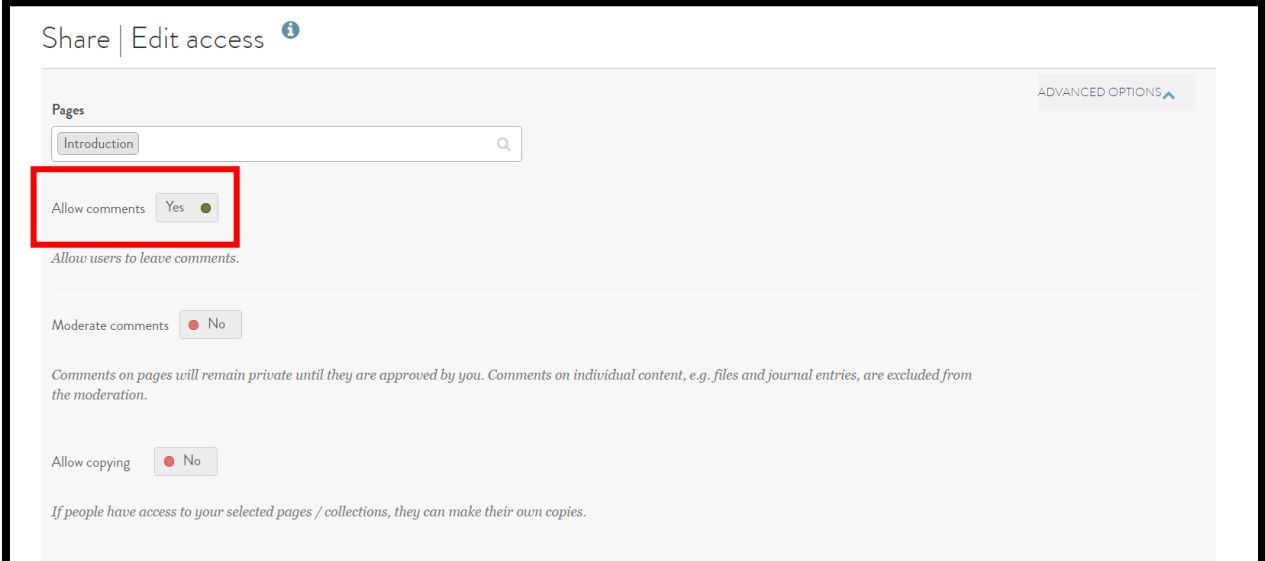
- Click **Advanced Options**.



The screenshot shows the 'Edit access' section of the ePortfolio interface. The user is logged in as 'Aditi Tha'. The navigation menu is the same as in the previous screenshot. The 'Share | Edit access' section is active, displaying a search bar for pages and a red box around the 'ADVANCED OPTIONS' button.

TUTORIAL

7. Check **Allow Comments**.



Share | Edit access ⓘ

Pages ADVANCED OPTIONS ▲

Introduction 🔍

Allow comments Yes ●

Allow users to leave comments.

Moderate comments No ●

Comments on pages will remain private until they are approved by you. Comments on individual content, e.g. files and journal entries, are excluded from the moderation.

Allow copying No ●

If people have access to your selected pages / collections, they can make their own copies.

8. Click **Save**.