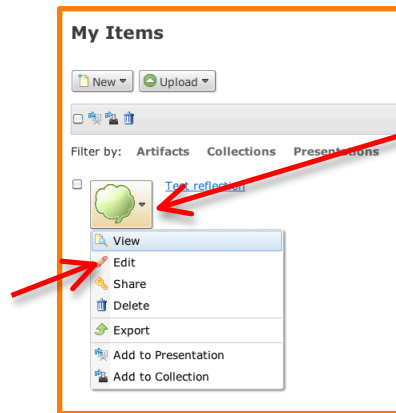
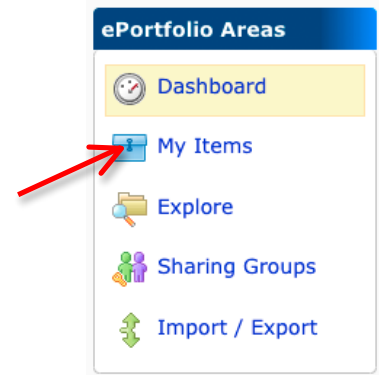
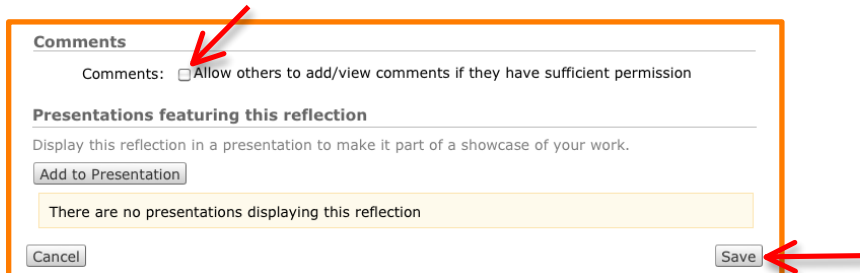


Allowing Comments – Enabling Comments

1. Select **ePortfolio** from the Navbar.
2. ePortfolio opens to the Dashboard display. Select **My Items** from the **ePortfolio Areas** options in the upper left-hand corner of the window.
3. Select the icon button of the item that you want to allow comments.
4. From the pull-down menu, select **Edit**.



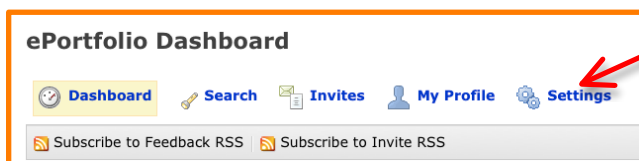
5. Scroll down to **Comments**. Select the option to allow others to add/view comments.



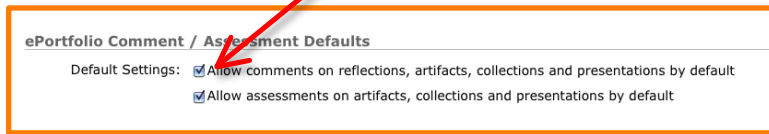
6. Select **Save**.

Allowing Comments – Enabling Comments by Default

1. In the **Dashboard** area of ePortfolio, select the **Settings** option.



2. In the **ePortfolio Comment/Assessment Defaults** section, select the options for viewing/adding comments.

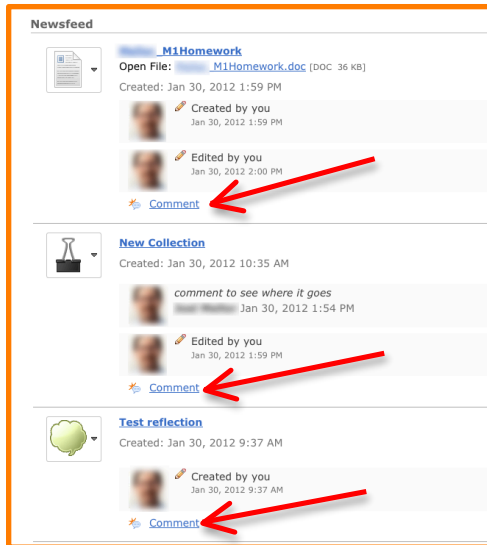


3. Select **Save**.

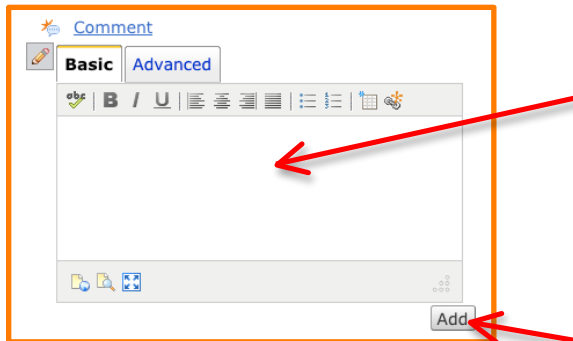
Leaving Comments

From the **Dashboard Newsfeed** area:

1. Select **Comment**, under the item of your choice.



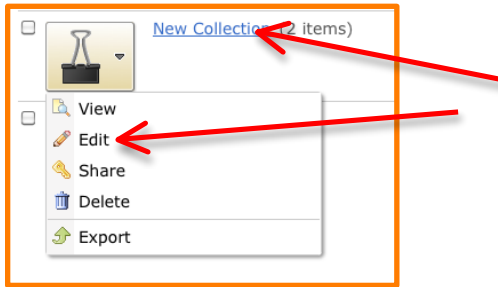
2. Enter your comment in the window that opens.



3. Select **Add**.

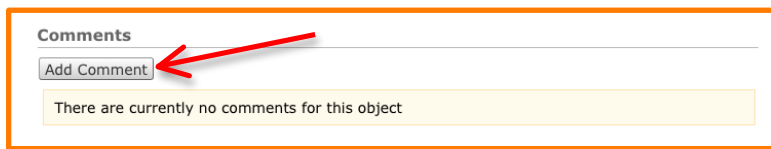
From the **My Items** area of ePortfolio:

Select the desired item either by **Name** or by choosing **Edit** in the drop-down menu of the icon button.

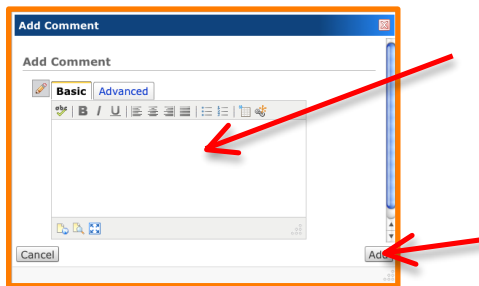


For Artifacts or Reflections:

1. Under the Comments section, select **Add Comment**.

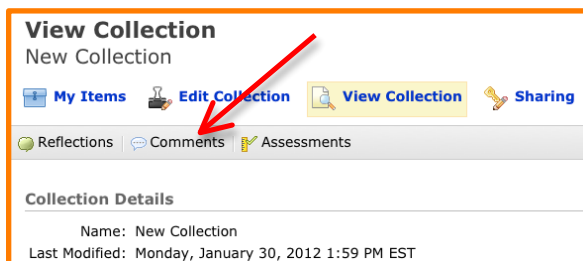


2. Enter your comment. Select **Add**.

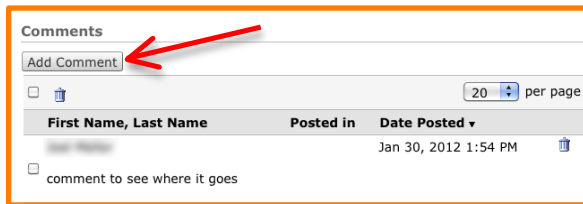


For Collections:

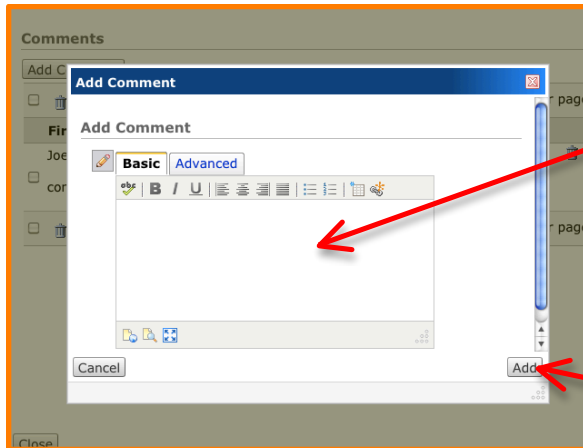
1. Select **Comments** on the option bar above the Collection Details.



2. In the window that opens, select **Add Comment**.



3. Add your comment.



4. Select **Add**.