



**Allowing Comments – Enabling Comments**

1. Go to ePortfolio.

Click on **Artifact, Reflection, Collection, or Presentation.**

**Welcome to the ePortfolio**  
 ePortfolio is more than a place to store artifacts for evaluation, reflect on your personal learning and get feedback both within your institution and beyond.  
 To get started, choose a task below or choose a task from the Common Tasks menu.

**Common Tasks**

**Add or create**

- [Artifact](#)
- [Reflection](#)
- [Collection](#)
- [Presentation](#)

2. Open **Edit Page** for the **Artifact, Reflection, Collection, or Presentation** you want to enable comments for.

**Presentations**

[Presentations](#) [New Presentation](#)

What are presentations?

Search For:   [Show Search Options](#)

20 per page

Presentation Name	Last Modified	Actions
<input type="checkbox"/> <a href="#">Presentation on Snow</a>	Dec 18, 2008 3:50 PM	

3. Select the checkbox **Allow others to add/view comments if they have sufficient permission.**

Click **Save.**

**Comments / Assessments**

When you select the checkboxes for Comments and Assessments you allow users with sufficient permission to add comments, or assessment based on rubrics.

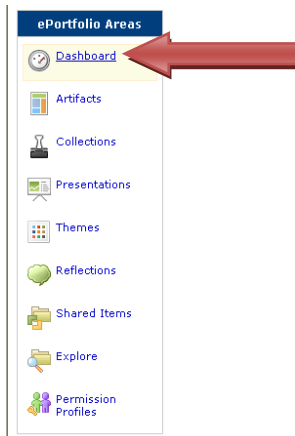
Comments:  Allow others to add/view comments if they have sufficient permission

Assessments:  Allow others to add/view assessments if they have sufficient permission



## Allowing Comments – Enabling Comments by Default

1. Go to ePortfolio. Click **Dashboard** in the **ePortfolio Areas** left tool menu.

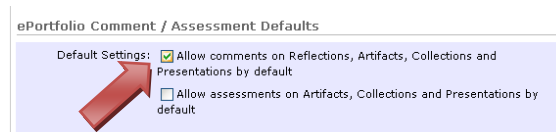


2. Click **Settings** in the top tool menu.



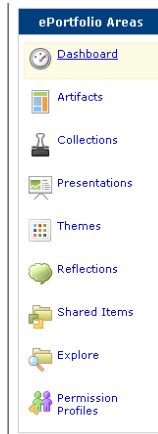
3. Set **Allow comments on Reflections, Artifacts, Collections, and Presentations by default**.

Click **Save**.



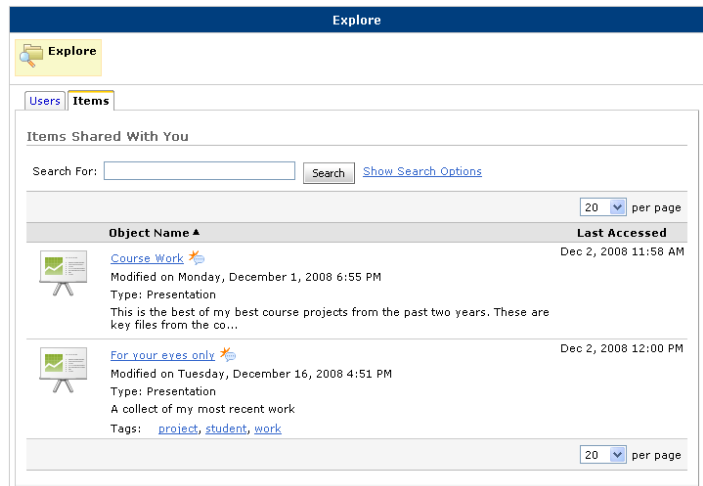
 Leaving Comments


1. Go to ePortfolio. Click **Explore** in the ePortfolio Areas left tool menu.

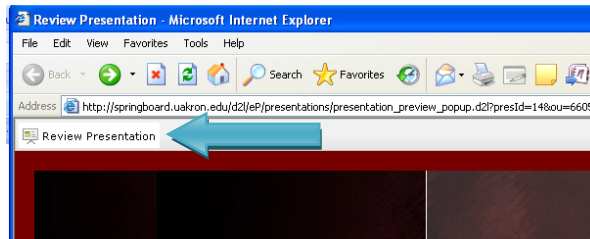


2. Click on the **Items Tab**. Click on the Name of the item you want to leave a comment on.

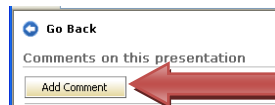
A new window will open with the item displayed for review.



3. Click  **Review Presentation** in the upper left corner of the new window.



4. Click **Add Comment**.



5. The **HTML Editor** will appear in a new window where you can add your comments to the item.

Click **Add**.

