

What are comments?

Many websites provide space for viewers to leave comments. For example, on many news sites, you can leave comments about articles. Comments can be valuable both for people who create web content, since they can get feedback from viewers, and for viewers themselves, since they can see information from other viewers.

In your Digication e-Portfolio, viewers can comment on the pages you have created. However, you do have control over the Comment feature, and this guide will show you how to make choices about who can comment on your e-Portfolio and what happens when a comment is made.

What information is included in this guide?

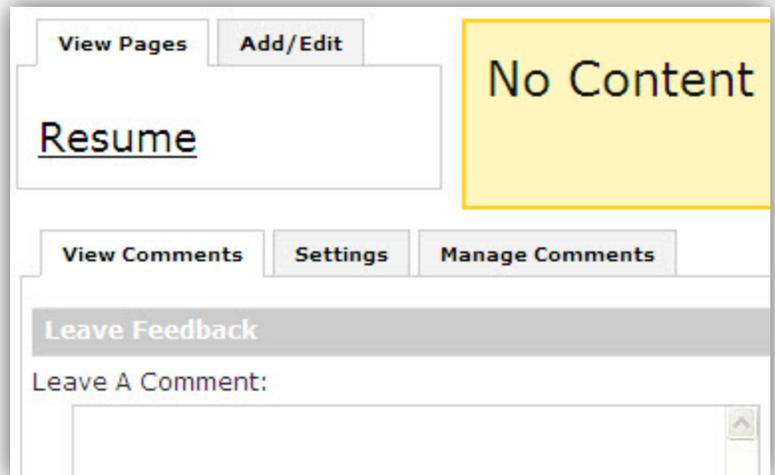
- What are the permissions settings available in the Comments feature?
- How do change my Comments permissions settings?

What do I need to know before I adjust the settings for Comments in my e-Portfolio?

First, determine who the audience is for your e-Portfolio. If you are creating this e-Portfolio as part of a course, you may need to make the Comments feature available so that your instructor and your peers can give you feedback. However, if you have made your e-Portfolio public (for example, when you are using it for a job search), it is a good idea to restrict your audience's access to the Comments feature.

How should I use the commenting feature in e-Portfolio?

It's a good idea to set your Comments permissions early in your workflow. By default, the Comments feature is available at the bottom of every page you create in your e-Portfolio, which is why it's a good idea to adjust these settings first each time you create a new page.



You must adjust the settings for Comments on each page of your e-Portfolio individually. When you make a copy of an e-Portfolio, the Comments permissions settings will copy to the new e-Portfolio, but whenever you create a new page, these are the default settings:

Allow Comments From:

- No one
- Registered users
- Anyone

Show Comments:

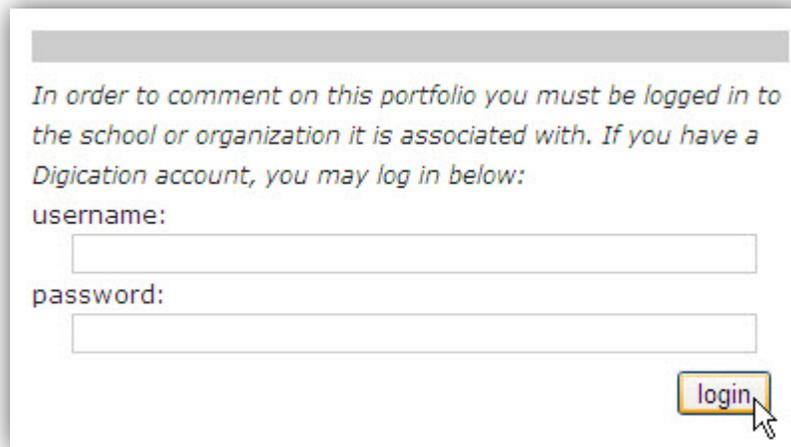
- Show comments immediately
- Do not show comments until they have been approved
- Do not show comments to viewers

If you don't change your comments settings, you still have a "safety net:" if someone comments on your e-Portfolio, by default, that comment won't be visible until you approve it.

What are the permissions settings available in the Comments feature?

The first setting available in comments is “Allow Comments From:”

- *No one* – This option removes the “Show Comments and Tags” link from the bottom of your published e-Portfolio pages, so viewers of your e-Portfolio will not be able to leave comments.
- *Registered users* – This option allows only members of the Digication community to comment on your e-Portfolio. If this setting is enabled, when viewers try to comment on your e-Portfolio, they will be prompted to log in before they are able to post their comment.



In order to comment on this portfolio you must be logged in to the school or organization it is associated with. If you have a Digication account, you may log in below:

username:

password:

- *Anyone* – Viewers who have access to your e-Portfolio will have the ability to comment.

Next, you need to choose a “Show Comments” setting:

- *Show comments immediately* – If a viewer has the ability to post a comment, that comment will be instantly visible to anyone who views your e-Portfolio. You will not be able to filter comments.
- *Do not show comments until they have been approved* – If a viewer posts a comment on your e-Portfolio, you (or anyone else who is an Admin, Publisher or Editor for the e-Portfolio) will have to approve it before it is visible to others. You will have the ability to filter comments.

Your viewers will see this message: “Your comment must be approved by the portfolio owner before it will show up on the site.” When you look at your e-Portfolio, next to the “Manage Comments” tab, red text will appear when you have new comments to view and approve.

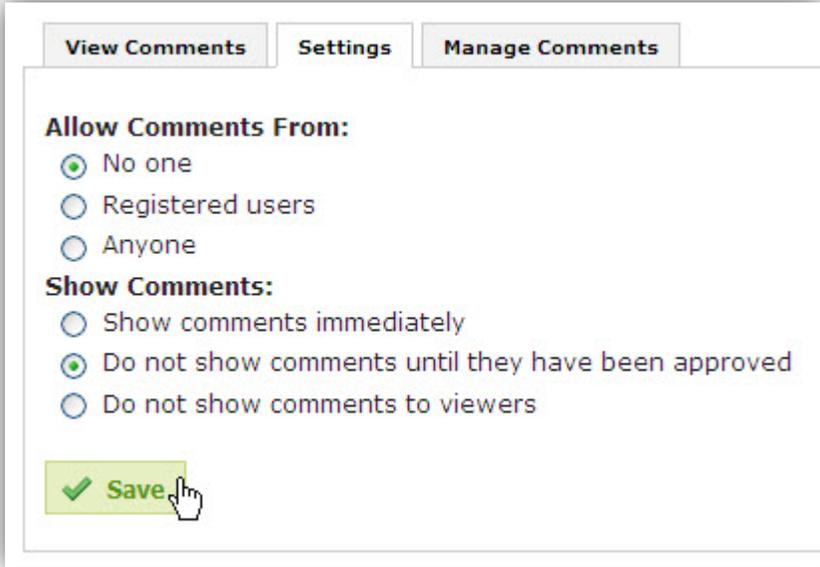


- *Do not show comments to viewers*: If a viewer has the ability to post a comment, those comments will never be available to other viewers.

Note: Remember that these two settings categories work together: Under “Allow Comments From,” if you select “no one,” then the “Show Comments” settings are moot because no viewers will be able to leave any comments. If you allow “anyone” to comment but also select “do not show comments to viewers,” viewers will not be able to see the comments that they leave on your e-Portfolio. This setting is a great way for others to leave feedback on your e-Portfolio, though, because their comments are only visible to you.

How do I change my Comments permissions settings?

1. Go to the Page in your e-Portfolio where you'd like to adjust your comments permissions settings.
2. Scroll to the bottom of the page. In the comments module, click the **Settings** tab.
3. Select the settings for your Comments and click **Save**.



The screenshot shows a settings dialog box with three tabs: "View Comments", "Settings", and "Manage Comments". The "Settings" tab is active. Under the heading "Allow Comments From:", there are three radio button options: "No one" (selected), "Registered users", and "Anyone". Under the heading "Show Comments:", there are three radio button options: "Show comments immediately", "Do not show comments until they have been approved" (selected), and "Do not show comments to viewers". At the bottom left, there is a green "Save" button with a checkmark icon and a mouse cursor pointing to it.

Note: Under “Allow Comments From:”, if you choose No one, then the settings under “Show Comments:” will not apply to this page of your e-Portfolio. By selecting No one, you remove the Comments feature at the bottom of your page. For example, if you are using an e-Portfolio for job applications, you may want to remove the Comments Module from each of your pages.