

INSTITUTE WRITING PROGRAM

THE WRITING CENTER

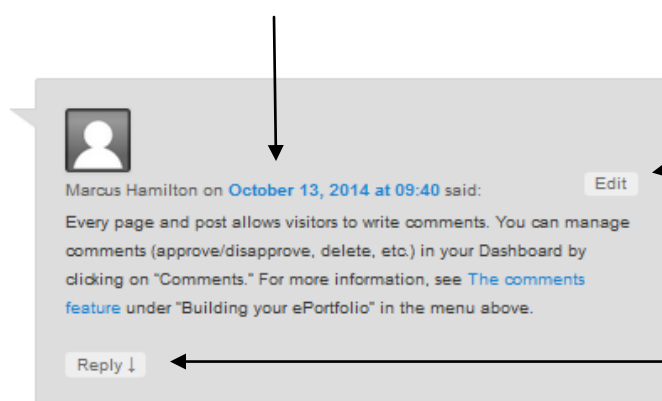
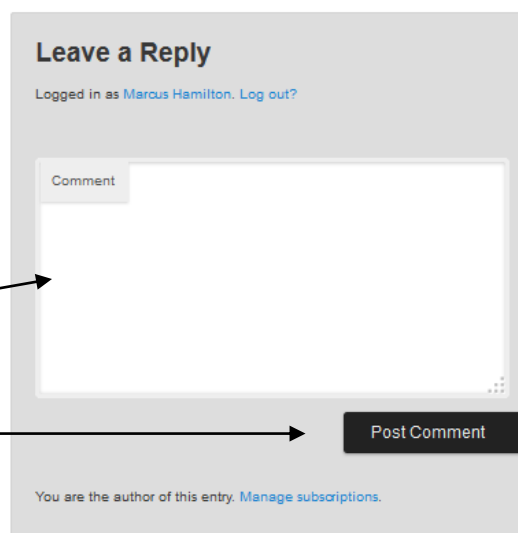
ePortfolio guide #8: The comments feature

This guide will assist you in posting comments to your own and others' ePortfolios, as well as moderating comments posted by others to your ePortfolio.

Posting comments on pages and posts

Every page and post in your ePortfolio offers readers the option to leave a public comment, and you and others can reply to reader comments as well. To leave a comment on a page or post on your own or someone else's ePortfolio:

1. Login at sites.vmi.edu.
2. Navigate to the page/post you want to comment on (in an ePortfolio, not the Dashboard).
3. Scroll to the bottom of the page/post, and look for a comment box (this may look slightly different depending in the theme).
4. Type your comment here.
5. Post the comment by clicking **Post Comment**.
6. Once posted, your comment will include your avatar (if you have one), your name, the date and time, and the text of your comment.



7. Once you have posted a comment, you can edit it by clicking **Edit** in the comment box.

8. To reply to a comment, navigate to that comment and click **Reply**; once you have composed your response and clicked **Post Comment**, it will appear indented below the original comment.

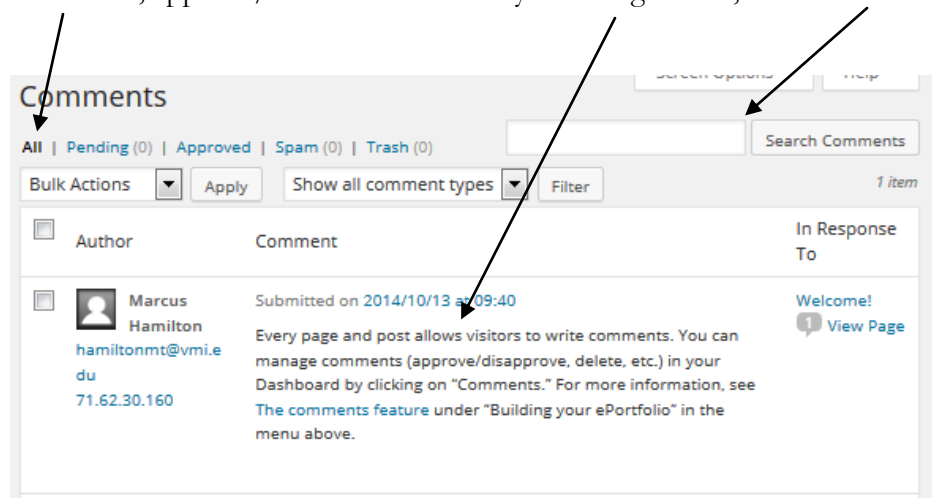


Managing comments on your ePortfolio

Because comments are public and therefore a part of your ePortfolio, you as the owner have control over how are posted to your ePortfolio. From your Dashboard, you can view all comments that have been submitted and approve or unapprove them. By default, the first comment by a new user is held for your approval and later comments are automatically published without approval, though you can also manage comments by changing these default settings to require approval for all comments.

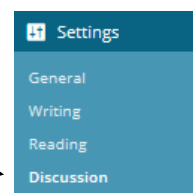
To manage comments:

1. Login at sites.vmi.edu and navigate to your Dashboard.
2. Choose **Comments** from the left column.
3. Just as you can for pages and posts on the **Pages** and **Posts** management screens, here you can view all comments, approve/delete a comment by hovering over it, or search all comments.



To change your comment settings:

1. Login at sites.vmi.edu and navigate to your Dashboard.
2. Hover over **Settings** in the left column and select **Discussion**.
3. Here you can change all default comment settings:



A. Requiring commenters to include their name and email.

B. Disallowing comments after a certain number of days after a page/post is published.

C. Setting email notifications for comments.

D. Setting comment approval guidelines.

