Topics addressed:

- What are comments?
- How can I control the Comments feature?

In your Digication e-Portfolio, viewers can comment on the pages you have created. You have control over this feature and can make choices about who can comment and what happens when a comment is made.

By default, the Comments feature is available at the bottom of every page in your e-Portfolio, so it’s a good idea to adjust these settings 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, the default settings allow comments from Registered Users with the Saint Francis University Digication site. However, if you forget to change your comments settings, you still have a “safety net” because if someone comments on your e-Portfolio, that comment won’t be visible until you approve it.

How do I control the Comments feature?

1. Click the Settings tab in the Comments area.

2. Select who can comment.
   - No one – The “Show Comments and Tags” link does not appear on the bottom of your published pages, so viewers of your e-Portfolio will not be able to leave comments.
   - Registered users – Only members of the SFU Digication community can comment. When viewers try to comment on your e-Portfolio, they will be prompted to log in before they are able to comment.
   - Anyone – All viewers who have access to your e-Portfolio will have the ability to comment.

3. Select what happens to comments.
   - Show comments immediately – Comments are 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 – Approval is required before comments are displayed. 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.

4. Save

This work is adapted from DePaul University Center for Educational Technology Digication guides under a Creative Commons License. Screen captures are presumed to be fair use for copyright purposes and are not covered by this license.